# Job Description: Class Teacher

### Job Title: Class Teacher

### Scale: Main scale

### Job Purpose:

## To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of Belle Vue Primary & Nursery School.

**Duties:**

The Class Teacher will:

* To undertake your duties, as required by the Teachers’ Standards.
* To be committed to the ethos and success of the school.
* Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others to comply with the School’s Health and Safety policy
* Promote and play a proactive role in the welfare of children and to support the school in safeguarding children through relevant policies and procedures
* To keep up-to-date with, and remain knowledgeable of, the requirements of the national curriculum.
* To be familiar with the school’s systems, structures, policies and procedures.
* To effectively plan a varied, balanced and appropriate curriculum which emphasises raising standards and achieving excellence.
* To adapt teaching styles to suit all learners and provide a supportive learning environment. Plan appropriately to meet the needs of all pupils, through differentiation of tasks, excellent questioning and purposeful feedback; maintaining high expectations of all pupils at all times
* To be familiar with the 0-25 Special Educational Needs (SEN) Code of Practice, and support and plan for pupils accordingly.
* create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning;
* implement agreed school policies and guidelines;
* support initiatives decided by the Headteacher and SLT;
* interact on a professional level with all colleagues and establish and maintain good working relationships which promote excellent teaching and learning.
* be an excellent role model to pupils at all times
* ensure that all pupils receive their curriculum entitlement under the provisions of the Education Act 2002;
* ensure, through your own high expectations, pupils take a pride in their work, their appearance and their school;
* provide a caring, stimulating, enjoyable and friendly atmosphere in which pupils can feel free to develop their personalities, become self-confident and learn;
* be able to set clear targets, based on prior attainment, for pupils’ learning;
* keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning; contribute to the schools provision mapping;
* work with school leaders to track the progress of individual pupils and intervene where pupils are not making progress; meet with the relevant colleagues to discuss pupil progress;
* Coordinate subject areas (subjects to be determined by Headteacher) if applicable

**Key Tasks:**

* communicate and consult with parents over all aspects of their children’s education, including updating the relevant section of the school website and regularly updating parents on the curriculum diet of their children;
* to meet with parents and appropriate agencies, to communicate positively to the education of the children concerned;
* maintain good order and discipline among pupils, safeguarding their health and safety;
* participate in staff-meetings and Inset, leading as necessary;
* plan and lead collective worship on a weekly basis
* make effective use of ICT to enhance learning and teaching;
* organise, direct and support additional staff effectively within the classroom;
* participate in the performance management system for the appraisal of their own performance

**Other responsibilities :**

The Class Teacher will:

* undertake duties of a similar nature as may be reasonably directed by the Headteacher.
* If applicable the Class Teacher will undertake duties that reflect a significant, substantial and significant role within the school, usually in line with Upper Pay Scale recognition – see separate Upper Pay Scale (UPS) section.

**To whom responsible:**

Headteacher and SLT

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Review.

Teacher Standards 2019

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers__Standards.pdf>