**Class Teacher Job Description**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers’ Pay and Conditions document, this will be subject to annual review.

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
* To facilitate, support and monitor the overall progress and development of all the pupils.
* To foster a stimulating and creative learning environment and educational experience, which provides students with the opportunity to fulfil their individual potential, and is conductive to the good management of teaching and learning.
* To share in the development of the school curriculum, courses and study, teaching materials, teaching programmes, methods of teaching and assessment and their review.

In accordance with the recommendations of the Bichard Report, all staff are aware of their responsibilities in following all school procedures for ensuring the safety of all children in school.

* To support and contribute to the school’s responsibility for safeguarding children and have high regard for children’s health and safety.

**Reporting to**

The Headteacher and the Deputy Headteacher in all matters, and to the relevant members of the school leadership team and subject coordinators in respect of curriculum, teaching and learning, and curriculum matters.

**Responsible for**

* Directing and supervising the work of Teaching Assistants.
* Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers form the LEA support services, health professionals and social workers).

**Generic Responsibilities**

* Teach pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of all pupils and keep such records as are required by the school’s systems.
* To ensure a high quality learning experience for pupils, which meets internal and external quality standards.
* To use a variety of a delivery methods appropriate to students’ learning styles and the varying demands of the curriculum.
* To provide a positive, conductive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
* To support the schools special needs policy on inclusion and to assist in the identification and teaching of children with special needs within the class.
* To set high expectations for pupils’ behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school’s behaviour policy.

In accordance with the current Teachers’ Pay and Conditions Document there is a requirement for all teachers to contribute to the development of the school curriculum, teaching methods and their review.

The tasks expected of the Class Teacher may include the following according to the school’s approach and in combination with dedicated time to address some of the tasks:

* To be responsible for the co-ordination of an area(s) of the school curriculum, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school’s schedule, and is complimented by associated schemes of work.
* To monitor and evaluate learning within the curriculum area(s) in line with the school’s monitoring cycle (This may include observation or use of other approaches, work sampling, planning, review etc.).
* To advise and support other members of staff on the content and delivery of the curriculum area(s).
* To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Headteacher.
* To contribute to the formulation and evaluation of the school’s assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.
* To support and adhere to the school’s quality assurance procedures.
* To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.
* To contribute to the personal, social, health, citizenship and enterprise of the school, and to develop effective working relationships within the school.
* To actively engage in performance management of other staff.
* To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.
* To play a full part in the life of the school community, and support its ethos.
* To follow and actively promote the school’s policies.
* To comply with health and safety policy and undertake risk assessments as appropriate.
* To actively pursue own personal and professional development.

**PERSON SPECIFICATION: Class Teacher**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * GCSE Maths and English * Post Graduate Certificate of Education or Degree | * Evidence of continuous professional development and commitment to further professional development |
| **Experience** | The Class Teacher should have experience of:   * Teaching in the Primary Phase * Committed to high standards * Able to plan and deliver an inclusive curriculum, ensuring continuity and progression, enabling all pupils to achieve good outcomes * Strong practical experience of managing behaviour positively and effectively * Experience of teaching children with a wide range of needs | * Experience of providing extracurricular activity for children * Experience of working in partnership with parents |
| **Knowledge and Understanding** | The Class Teacher should have knowledge and understanding of:   * The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) * Statutory National Curriculum requirements at the appropriate key stage * The monitoring, assessment, recording and reporting of pupil’s progress * The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child protection * The positive links necessary within school and with all its stakeholders * Effective teaching and learning styles * The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection. | * Good understanding of teaching Phonics |
| **Skills** | The Class Teacher will be able to:   * Promote the school’s aims positively * To use strategies to foster positive attitudes to pupil learning * Develop good personal relationships within a staff team * Establish and develop close relationships with parents, governors and the community * Communicate effectively (both orally and in writing) to a variety of audiences * Create a happy, challenging and effective learning environment * Evidence of CPD * Use technology to enhance children’s learning and as a day-to-day tool for planning, developing the curriculum and communicating |  |
| **Personal Characteristics** | * Approachable * Committed * Empathetic * Enthusiasm for Teaching * Organised * Patient * Resourceful * Able to work in a team |  |
| **Additional Requirements** | * Contribute to all aspects of school life * Ability to relate to and show empathy to parents | * Demonstrate a commitment to school within the wider community |