

Class Teacher Job Description

Responsible to: The Headteacher

Relationships: Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

MAIN TASKS

- Take responsibility for a class of children determined on an annual basis by the Head teacher and in accordance with the duties listed below;
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the Professional Standards for Qualified Teachers and uphold the professional code of the General Teaching Council for England;
- Uphold the Staff Code of Conduct and guidance in other school Policies;
- Teach a class of learners, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Promote the school's ethos and values;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

Safeguarding and promoting the welfare of the child

- Have high regard for the need to safeguard learners' well-being, in accordance with statutory provisions, school policies and practices, reporting all concerns to Designated Safeguarding Lead;
- Undertaking training as required, to maintain awareness of current expectations and changes relating to safeguarding, health, safety and security;
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with;

To work with the Headteacher:

- a) In determining, organising and implementing in collaboration with other appropriate persons or bodies, a curriculum which:
 - Meets statutory requirements and duties in relation to the school curriculum;
 - Is relevant to the needs, experience, interests, aptitudes and stages of development of all learners;
- b) In developing means whereby:
 - School policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
 - The arrangements for teaching and learning form a coordinated, coherent curriculum entitlement for all learners;

- Information on pupil progress is used to improve teaching and learning, to inform and motivate learners, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities for the school;
 - There is continuity of learning and of progression for all learners;
 - Challenging targets are set for pupil attainment leading to whole school improvement;
- c) In providing a curriculum which includes the development of learners' spiritual, moral, social and cultural development of all learners as well as raising awareness of British Values.
- d) In ensuring appropriate pastoral care and guidance for all.
- e) In ensuring that learners' needs are identified and met through the ethos of positive behaviour support
- f) In promoting a school ethos, which extends opportunities for learning and encourages extracurricular activities.
- g) In relation to the governing body:
- To advise and assist in the exercising of its functions when requested;
 - To attend meetings of and report to the governing body as required;
- h) In relation to the community, to work with the Headteacher:
- Developing and maintaining positive relationships with the local communities;
 - Promoting a positive image of the school in accordance with the ethos and values;
- i) In relation to parents and those with parental responsibility, work with the Headteacher in:
- Building an effective partnership between the school and parents recognising them as the first educators of their children;
 - Promoting understanding of the aims and ethos of the school through provision of regular information to parents about:
 - The school curriculum;
 - The progress and attainment of their children;
 - Other matters relating to teaching methods and organisation;
 - Opportunities for dialogue between parents and staff and for their involvement in the wider life of the school;
- j) In relation to other schools, colleges and educational bodies, work with the Headteacher by:
- Promoting a continuity of learning, progression of achievement and curriculum development;
 - Supporting the effective transfer and induction of learners where needed;
 - Maintaining effective liaison;
 - Maintaining effective relationships with other schools in matters of common concern;
 - By providing training and work experience placements for school and college students as appropriate and in accordance with school policy;

All teachers receive an SEN point to:

- Complete annual review paperwork and processes
- Hold an overview and ensure the EHCP provision for learners in their class is delivered
- Oversee the delivery of therapeutic support and medical plans for their class

As an MPS Class Teacher to:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Head teacher, SLT and staff;
- Plan appropriately to meet the needs of all learners, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for learners' learning;
- Provide a stimulating and orderly classroom environment, where resources can be accessed appropriately by all learners;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Work with school leaders to track the progress of individual children and intervene where learners are not making progress;
- Promote the school's code of conduct amongst learners, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

As a UPS Class Teacher to:

Tasks and expectations as above for Class Teacher on MPS;

- Regularly lead the development of others in a way that has a tangible impact on subject and curriculum knowledge and development;
- Role model high quality subject teaching and curriculum development;
- Take an active role in curriculum development across the school;
- Monitor progress in curriculum area and year groups;
- Use awareness of national and school assessment data to impact on teaching and learning of specific groups across the school;
- Support other colleagues to use assessment effectively;
- Promote the school's strategies, policies and practices to learners, colleagues and others eg; parents/carers, visitors;
- Make a substantial, sustained and significant contribution to the wider life and ethos of the school; This will be something tangible, contributing to the achievement of the school's strategic priorities, as captured within the School Improvement Plan.