**All Saints C.E. Primary School**

**Job Description -** Class Teacher

This role is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually

**Salary:** Teachers pay scale

**This post reports to:** Headteacher and/or a member of the Senior Leadership team

**MAIN DUTIES**

* To carry out professional duties and to have responsibility for an assigned class.
* To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
* To promote the aims and objectives of the school and maintain its philosophy of education.
* To undertake an appropriate share of the duties attached to teachers generally within the school as set out in the latest School Teachers' Pay and Conditions Document under the reasonable direction of the Headteacher.

**SPECIFIC DUTIES**

* To set high standards of work and behaviour in your own class, that can be used as a guide to expectations and a model of good practice.
* To plan, prepare and teach all areas of the curriculum to children at Foundation Level and Key Stage 1 and 2, in accordance with the direction of the Headteacher.
* To assess, record, and reporton the development, progress and attainment of children.
* To communicate and consult with parents.
* To have a corporate responsibility for the behaviourof the children in and around school.
* To upkeep and update resources and equipment for use throughout the school and to be responsible for the budget allocation for that particular area.
* To participate in the school’s appraisal arrangements during which professional development and pupil progress objectives will be agreed and set out in the annual review statement.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher) **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_A**ppendix:** Subject Leader (non NQT)

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**Areas of Responsibility and Key Tasks**

The following are an appendix to the responsibilities of a Class Teacher as outlined in that job description.

(Please note that NQTs are not expected to take up a responsibility for subject leadership during their induction year although they may shadow an existing subject leader in preparation for this role.)

1. **Strategic Direction and Development of the Subject (with the support of, and under the direction of, the headteacher and senior management team)**
* develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning
* have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils’ lives
* use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils
* develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development/improvement plan
* monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes
1. **Teaching and Learning**
	* use your own class as an example of high quality teaching and learning in the subject
	* ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and set clear learning objectives through an agreed scheme of work, developed in line with the school improvement plan
	* establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data
	* evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching
	* develop effective links with the local community including parents, business and industry
	* ensure that teachers are aware of the implications of equality of opportunity which the subject raises
2. **Leading and Managing Staff**
* enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities
* ensure that the headteacher, SMT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school /improvement plan
1. **Effective Deployment of Resources**
* support the headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject
* be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject
* support the head teacher by maintaining efficient and effective management of the expenditure for the subject
* help colleagues to create a stimulating learning environment for the teaching and learning of the subject
* take on any additional responsibilities which might from time to time be reasonably determined