



St. Thomas C.E. Primary School

## **Class Teacher - Job Description**

Name:

Title of Post:

Class teacher

Salary Grade:

Point: \_\_\_\_ Threshold: \_\_\_\_

As a class teacher St. Thomas CE Primary School you are required:-

- To carry out the duties of a school teacher as set out in the relevant paragraphs of the current School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing body and ensure that the current national conditions of employment for school teachers are met.

- .....
1. To provide a well-managed, stimulating and effective learning environment where resources can be accessed appropriately by all pupils.
  2. To plan lessons and sequences of lessons to meet the individual learning, physical and emotional needs of all pupils.
  3. To plan for, lead, organise and direct support staff within the classroom;
  4. To use an appropriate range of effective teaching strategies for teaching and classroom management.
  5. To challenge and support children to do their best and to ensure pupils achieve well relative to their prior attainment.
  6. To set clear targets, based on prior attainment, for pupils' learning;
  7. To encourage a caring atmosphere where children and teacher work together co-operatively and effectively and to maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
  8. To know how to make effective personalised provision for those they teach including those with EAL, SEN or disabilities.
  9. To teach engaging and motivating lessons informed by high expectations of learners and designed to raise levels of attainment.
  10. To monitor progress and to give clear and constructive feedback both formal and informal to pupils and parents / guardians.
  11. To support and guide pupils so that they can become independent learners.
  12. To make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.
  13. To keep appropriate, timely and efficient records, integrating formative and summative assessment into weekly and termly planning.

- 14.To monitor progress and to give clear and constructive feedback both formally and informally to pupils and parents / guardians.
- 15.To have a thorough and up to date knowledge of all National Curriculum subjects and take account of wider curriculum developments which are relevant to your work.
- 16.To have high expectations of self and others
- 17.To maintain the positive ethos and core values of the school, both inside and outside the classroom;
- 18.To share the corporate responsibility for the well-being and discipline of all pupils.
- 19.To develop and maintain positive relationships with parents as partners in their children's learning.
- 20.To make an active contribution to support the agreed policies and aspirations of our school.
- 21.To liaise with other schools and agencies where necessary
- 22.To support initiatives decided by the Governors, Headteacher and staff
- 23.To participate in meetings which relate to the school's management, curriculum, administration or organisation including staff meetings, INSET days and regular briefings
- 24.To contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- 25.To communicate and co-operate with specialists from outside agencies
- 26.To know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children.
- 27.To know the local arrangements concerning safeguarding.
- 28.To know how to identify potential child abuse or neglect and follow safeguarding procedures.
- 29.To participate in the performance management system for the appraisal of their own performance, or that of other staff
- 30.To take responsibility for your professional development and use outcomes to improve your teaching and pupil's learning.

This job description and salary grade will be reviewed before the end of each financial year, or earlier if necessary.

It may be amended at anytime after consultation between you and the Headteacher.

Signed.....Class Teacher

Date.....

Signed.....Headteacher

Date.....