

MEADOWBANK PRIMARY SCHOOL and STARTWELL CENTRE

JOB DESCRIPTION - CLASS TEACHER

JOB TITLE: Class Teacher

Responsible to: Assistant Headteacher/Deputy Headteacher/Headteacher & Governing Body.

Post Holder:

JOB PURPOSE: To carry out the duties of a school teacher as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document, and as may be amended by subsequent Documents, and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

To meet the standards for competence and conduct as set out in the Teachers' Standards document for Department of Education.

To ensure that all pupil make the most progress possible by promoting the highest standards of learning and teaching.

SCHOOL ETHOS: To attend ,take part in and lead acts of worship in accordance with school policy.

Work with the headteacher and colleagues in creating , inspiring and embodying the ethos and culture of this school securing it's mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.

Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well being.

Promote the school and celebrate its success at every opportunity.

TEACHING AND LEARNING

Core responsibilities

- To teach pupil assigned to the teacher and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Role model the ethos and core values of the school while teaching pupils
- Assist in the development of appropriate resources, scheme of work, policies and teaching strategies within the school
- Lead, organise and direct support staff within the classroom
- To implement and follow school policies and procedure as approved by the Governors and SLT
- Set termly targets for pupil based upon prior attainment
- Provide a supportive learning environment where resources can be accessed appropriately by all pupils

- Create and maintain an orderly, safe, stimulating and informative classroom environment.
- Participate in the appraisal process for the evaluation of their own performance
- Maintain good order and discipline in the classroom in accordance with the school's behaviour policy
- Maintain appropriate record and provide accurate information on pupil progress and other relevant matters as required by the school
- Maintain an accurate register
- Assess record and report on the attendance, progress, development and attainment of pupils and keep such records as are required
- To report to parents on the development, progress and attainment of pupils.
- Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- Participate in the school appraisal process
- Attend and participate in meeting which relate to the school's management, curriculum, administration or organisation.
- Work with officer of relevant outside agencies or bodies.

Wider School Responsibilities

- Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- Play a full part in the life of the school community and support its ethos, values and aims
- Contribute to, follow and actively promote the agreed policies of the school
- Have high expectations of pupils and lead by example
- Work as a member of the team and to contribute positively to effective working relations within the school
- Comply with the schools Health & safety and Safeguarding policies and undertake risk assessments as appropriate
- Liaise with relevant external agencies as appropriate, on specific teaching and learning issues relevant to your responsibility areas
- Liaise effectively with parents/stakeholders/other schools to ensure excellent relations between home and school in order to improve pupil's learning and behaviour

Subject leader responsibility

- Lead a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To be responsible for maintaining resources for specified area of responsibility
- Advise other members of staff on the resources available and to monitor their use.
- To order resources for a specified area of responsibility under the guidance of the SLT

This job description sets out the duties of the post as the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head Teacher within the school as may be reasonably expected.

Post Holder Signature _____ **Date** _____

Print name: _____

This job description is identified for review with the line manager and post holder twelve months post signature date.

Head Teacher Signature _____ **Date:** _____