

# JOB DESCRIPTION

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**Post Title:** Class Teacher  
**Post No:**  
**Reporting to:** 1: Headteacher of Federation  
2: Deputy Headteacher of Federation  
3: Deputy Headteacher  
**Grade:**

## 1. Job Purpose & Objectives

The purpose and objectives of the post are laid out below in 'Main Duties & Responsibilities'. Achievement of these objectives will contribute to the well-being and education of children.

### Context

The post holder must be committed to the school Mission Statement.

## 2. Main Duties & Responsibilities

### Classroom teaching responsibilities

1. Teach in accordance with the requirements of the Conditions of Employment of School Teachers, in line with the National Curriculum and/or the EYFS Framework, school policies and schemes of work.
2. Set a high standard of professional example, ensuring that the classroom is well planned, tidy and provides a bright and stimulating environment in which children can learn.
3. Manage the classroom in such a way so as to provide a variety of teaching and learning styles as appropriate, and to allow for differentiation according to ability.
4. Carry out the duties of a class teacher, in accordance with the school's policies, in respect of pupils to include:
  - \* *The maintenance of discipline and acceptable standards of conduct and appearance of pupils.*
  - \* *The marking of the class register, ensuring absences and lateness are accounted for and taking appropriate action where they are not.*
  - \* *The establishment of rapport with pupils to develop their social and academic potential.*
  - \* *Consistently and effectively using information about children's prior attainment and skill to focus on the next step in their learning.*
  - \* *Assessing, recording and reporting on the development, progress and attainment of pupils using agreed assessment for learning and summative strategies*
  - \* *The monitoring of homework of pupils,*
  - \* *The planning and review of the year group curricula on a regular, weekly basis with the year partners,*
  - \* *Responding to pupils' work in accordance with school policy.*
5. Carefully manage the use and storage of stock and resources used within the classroom.

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6. Know and understand the health and safety requirements, including where to obtain expert advice, and ensure there is a safe working environment in which risks are properly assessed and risk assessments are completed.
7. Attend all Acts of School Worship with the class, and take it in turns to lead these events.
8. Participate, as directed, in meetings with colleagues and parents in respect of the duties of the post.
9. Attend staff meetings (school improvement meetings) as directed.
10. Participate, as directed, in in-service training in order to keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.
11. Participate in the performance management programme operated by the school.
12. Deal with all administrative, organisational and supervisory tasks pertaining to the class teacher role efficiently and effectively.
13. If a Newly Qualified Teacher, shadow the leadership of a curriculum subject.
14. If attained NQT Status, lead a curriculum subject as required.

### **Teaching and Learning**

15. Secure and sustain effective teaching by:
  - \* *Being clear about teaching objectives and learning outcomes in lessons, understand the sequence of teaching and learning and communicate this to pupils.*
  - \* *Providing guidance on appropriate teaching and learning methods to suit differing pupil needs, focusing on quality differentiation and providing a fully inclusive classroom.*
  - \* *Ensuring curriculum coverage, continuity and progression for all pupils, from the most able through to those with special educational needs.*
  - \* *Gathering, analysing and using data to inform planning and reporting.*
  - \* *Setting expectations and targets for pupils that are realistic and challenging and bring about improvement in pupil performance.*
  - \* *Evaluating the quality of teaching and standards of pupils' achievements, using the analysis to identify effective practice and areas for improvement; non-contact time will be allocated according to the priority given to the subject.*
16. Mirroring the school's practice in school-home links, develop a partnership with parents that involves them in their child's learning of these subjects and informs them about pupil achievement through effective reporting procedures.
17. Where appropriate, develop effective links with the local community, including business and industry, so as to extend both the curriculum and pupils' wider understanding.
18. Demonstrate a lively and informed interest in current trends in Primary Education.

### **School Vision**

19. Contribute to the overall aims and objectives of this school and its commitment to high standards and securing school improvement.

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### 3. Supervisory / Managerial responsibility

Not Applicable

### 4. Communication/Contacts

Polite contact and communication is expected at all times with teaching colleagues, teaching assistants, lunchtime supervisory assistants, office staff, caretaking and cleaning staff, parents and school governors. Frequency of contact with these people will vary from day to day. Confidentiality is to be maintained at all times.

### 5. Career/Salary Progression

N/A

*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.*

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

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