

## Laburnum Primary School - Class Teacher Job Description



<b>Job Title</b>	Class Teacher
<b>Responsible to:</b>	Headteacher
<b>Pay Scale</b>	
<b>Purpose of Job:</b>	To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document. Having due regard to the requirements of the National Curriculum and school policies and fulfilling the standards set out for teachers (September 2013)

### **Main Activities**

- 1 To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- 2 To maintain assessment records and report on pupils' progress to Senior Staff and to parents and carers, in accordance with school policy.

### **Principle Accountabilities**

- 1 To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- 2 To assess and evaluate teaching and learning for all pupils, ensuring pupils experience a high quality curriculum which meets their needs.
- 3 To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- 4 To make appropriate educational provision for children with SEND with support from the SENCo and for those working at greater depth.
- 5 To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
- 6 To mark and assess work in a constructive and encouraging manner providing quality feedback to move a child's learning on.
- 7 To keep full and detailed assessment and target setting records for all pupils and to use this data to inform future planning.
- 8 To work as part of a collaborative team (year group, key stage, whole school) to develop, plan deliver a broad and balanced curriculum that meets the needs of all pupils.

- 9 To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- 10 To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- 11 To ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all.
- 12 To attend and participate in staff and team meetings, appraisal and CPD opportunities.
- 13 To promote positive behaviour and support for children's whole development and well-being.
- 14 To take responsibility for the management of other adults in the classroom.
- 15 To undertake any other reasonable and relevant duties in accordance with the changing needs of the school directed by the Head Teacher.
- 16 To ensure that all children's needs are cared for and that the schools safeguarding procedures are followed.
- 17 To take responsibility for a curriculum subject area as agreed with the Head Teacher as detailed below (This does not apply to NQTs):
  - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum and any other new initiatives from the Department for Education.
  - In conjunction with the Head Teacher or other Senior Staff, be responsible for the implementation and management of the school's policy for the agreed subject area.
  - Review the policy and adapt it as appropriate.
  - Develop a curriculum for the subject suitable to the needs of a Primary School catering for 3 – 11 year olds.
  - Take responsibility for maintaining and evaluating all material resources.
  - To monitor the subject and evaluate the subject across the school.
  - Use assessment data to monitor the outcomes of the children.
  - Offer support and advice to colleagues through coaching and mentoring.

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Name:
Signed:
Date: