**BARLEY LANE PRIMARY SCHOOL**

**JOB DESCRIPTION**

**CLASS TEACHER**

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| **Name:** |  |

**Responsible to:** Headteacher and Deputy Headteacher

**Job Summary:** The current School Teachers’ Pay and Conditions document describes the duties, which are required to be undertaken by a Class Teacher in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in an exemplary manner. It is the contractual duty of the Teacher to ensure that their professional duties are discharged effectively. The Teacher will also have due regard to the National Curriculum, the school’s mission statement, objectives and schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

**Purpose of the Job**

1 Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.

2 To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The Teacher will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

3 Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.

4 Maintain the positive ethos and core values of the school, both inside and outside the classroom.

5 Promote the school’s mission statement and the general ethos of the school.

6 Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

**Class Teacher Duties**

7 Implement agreed school policies and guidelines.

8 Support initiatives decided by the Headteacher and staff.

9 Plan appropriately to meet the needs of all pupils, through differentiation of tasks.

10 Be able to set clear targets, based on prior attainment, for pupils’ learning.

11 Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.

12 Keep appropriate and efficient records, integrating formative and summative assessment into planning.

13 To assess pupils’ achievements and progress in accordance with arrangements agreed within the school.

14 Work with school leaders to track the progress of individual children and intervene where pupils are not making progress.

15 Report to parents on the development, progress and attainment of pupils.

16 Promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy.

17 To have exemplary classroom management.

18 Participate in meetings which relate to the school's management, curriculum, administration or organization.

19 Communicate and co-operate with specialists from outside agencies.

20 Make effective use of ICT to enhance learning and teaching.

21 Lead, organise and direct support staff within the classroom when appropriate.

22 Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

23 To develop effective working relationships with all members of the school community with sensitive regard for issues connected with race, gender, disability, ethnic, cultural origin or social circumstances.

## *Other Responsibilities*

1. To be responsible for developing own subject knowledge.
2. Promote the school vision and aims and objectives as outlined in the School Development Plan.
3. Comply with all the school policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the appropriate person.
4. Be aware of and support difference and ensure equal opportunities for all.
5. To be responsible for promoting and safeguarding the welfare of children you are responsible for or come into contact with.
6. Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.
7. Attend relevant school meetings, as well as any other meetings associated with this role.

31 The above duties are neither exclusive nor exhaustive and a Class Teacher may be required by the Headteacher to carry out other appropriate duties within the grading level of the post and the competence of the Teacher.

*Revised September 2018*

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| **Staff Signature:** |  |

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| **Print Name:** |  |  **Date:** |  |

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| **Signed by Headteacher:** |  |

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| **Print Name:** |  |  **Date:** |  |

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