



### Class Teacher Job Description (Primary)

<b>Job purpose</b>	To teach pupils within the school and to carry out other such associated duties as are reasonably assigned by the Headteacher; and to share best practice across the school. The post holder would be expected to apply all policies within the school and to uphold the teacher standards and high standards of work at all times.
<b>Responsible to:</b>	Headteacher and identified members of the Senior Leadership Team
<b>Responsible for:</b>	The post holder may be responsible for the supervision of the work of Teaching Assistants relevant to their responsibilities
<b>Summary of key roles</b>	<p>In addition to the responsibilities of class teacher as set out in the teachers' pay and conditions document you will also undertake the following duties and responsibilities.</p> <ul style="list-style-type: none"><li>• To monitor and report to parents on the progress of pupils;</li><li>• To assess pupils' achievements and progress in accordance with arrangements agreed within the school;</li><li>• To support colleagues in quality teaching through sharing of good practice.</li></ul>
<b>Duties and responsibilities specific to the post</b>	<ul style="list-style-type: none"><li>• To promote and safeguard the emotional, physical, academic and social welfare of all children across the school.</li><li>• To effectively share best practice with colleagues across school.</li><li>• To ensure that the needs of all pupils are met through highly effective teaching.</li><li>• To effectively teach, according to their educational needs, pupils assigned to him/her in the designated class.</li><li>• To prepare and plan lessons in order to achieve progression in pupils' learning, to participate in collective planning with colleagues and to identify clear learning objectives and content.</li><li>• To understand the range of special needs that pupils may display and positively use a range of strategies to remove their barriers to learning.</li><li>• To monitor the progress of pupils and to report this to parents.</li><li>• To assess, record and report pupils' achievement and progress in accordance with agreed school policy and to use said assessments to effectively inform planning.</li><li>• To participate in, and contribute to, staff and management meetings as appropriate.</li><li>• To maintain discipline in accordance with school policy.</li><li>• To conserve all the school's resources in accordance with good practice to avoid waste and inappropriate expenditure.</li><li>• To be mindful at all times of personal safety and of the safety of others.</li><li>• To develop good relationships with all within the school community.</li><li>• To participate in the arrangements for monitoring, self – review, appraisal and in – service training.</li><li>• To seek from pupils the highest standards of work and presentation.</li><li>• To assist in the development of individual learning programmes for children of all abilities.</li><li>• To seek to contribute actively to the aims of the school.</li><li>• To contribute to the wider enrichment activities on offer to pupils.</li></ul>



	<ul style="list-style-type: none"><li>• To plan opportunities to contribute to pupils' personal, spiritual, moral, social and cultural development.</li><li>• To use digital technology to enhance professional effectiveness both in and out of the classroom.</li><li>• To ensure coverage of the National Curriculum Programmes of Study</li><li>• To take responsibility for helping meet aggregated school targets as determined by the Governors and school leaders.</li><li>• To participate actively in initiatives for school improvement.</li><li>• To complete SEND documentation when necessary.</li><li>• To provide equal opportunities to all children.</li><li>• To implement both the spirit and the detail of all school policies.</li></ul>
<b>Generic duties and responsibilities</b>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:</p> <ul style="list-style-type: none"><li>• School policies and guidelines on the curriculum and school organisation</li><li>• Local Authority policies and procedures</li><li>• National Teacher Standards</li><li>• SEND Code of Practice and guidelines.</li></ul> <p>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</p> <p>To undertake any other particular duty reasonably assigned by the Headteacher from time to time.</p>
<b>Performance</b>	<p>This will be managed through the school's Appraisal Policy / Early Careers Framework (if appropriate).</p>