

Job Description



Class teacher (MPS)

Responsible to: Headteacher and Senior Leadership Team

Purpose:

- ✓ To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher.
- ✓ To uphold the schools policies and practices which underpin effective practice and the raising of standards
- ✓ To demonstrate highly effective inclusive practice with particular reference to pupils with special needs and English as an additional language
- ✓ To take responsibility for a class as directed by the Headteacher.

Main Duties and Responsibilities:

All responsibilities of a class teacher, which include:

- ✓ Deliver an aspirational curriculum as relevant to the age and ability group/subject/s that you teach and use awareness of pupils' capabilities – SEN, Gifted & Talented, EAL, disabilities - and prior knowledge to plan and differentiate appropriately. Reflect upon the effectiveness of this regularly.
- ✓ Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- ✓ Be accountable for the attainment, progress and outcomes of pupils' you teach and regularly communicate this to parents/carers and other staff as appropriate.
- ✓ Make accurate and productive use of assessment and give pupils regular feedback, both orally and through accurate marking (in line with school policy), and encourage pupils to respond to the feedback and reflect on progress.
- ✓ Establish a safe, respectful and purposeful environment for pupils and manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- ✓ Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol or procedures.
- ✓ Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements.

Additional Responsibilities (not required for NQTs):

All responsibilities of a subject coordinator, which include: (With the support of, and under the direction of, the head teacher and SLT)

- ✓ Develop and implement policies and practices which reflect the school's commitment to excellent achievement for all.
- ✓ Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils.
- ✓ develop plans for the subject which identify clear targets, times-scales and success criteria for its development in line with the school development/improvement plan.

- ✓ monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- ✓ use your own class as an example of high quality teaching and learning and stimulating learning environment in the subject and ensure continuity and progression in the subject by supporting colleagues as appropriate through leading or providing high quality professional development opportunities.
- ✓ Where possible develop effective links with the local community including parents, other schools and businesses.
- ✓ ensure that the head teacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject.

NOTE.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.