



Job Description for Main Scale Class Teacher

Job Title: Class teacher	Name:
Grading: Main scale	Date last updated: January 2016

All teaching staff at Mayespark Primary School are expected to:

- Fulfill the statutory requirements of the latest Teachers' Pay and Conditions Document and the 2012 Teachers' Standards. The job description may be modified by the Head teacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title
- Work actively towards the achievement of Mayespark school's aims
- Implement and follow school policies and procedures as approved by the Head teacher and governors;
- Plan collectively with a year group to ensure that a common curriculum is developed and shared
- Take appropriate responsibility for your own and pupil's health, safety and welfare in accordance with legislation and school policies

Purpose of Job:

1. To promote and maintain the progress and well-being of the pupils assigned to you
2. To plan, implement and deliver an appropriate and differentiated curriculum for all pupils assigned to you
3. To contribute to the raising of standards and pupil attainment.

Person reports to: Head Teacher/ Deputy Head Teacher

Direct line manager: Phase Leader

Core responsibilities:

Teaching, Planning & Assessment

- To ensure that planning, preparation, assessment takes into account the varying learning and social and emotional needs of all pupils assigned to you;
- Provide a tidy and stimulating learning environment where all pupils are challenged and can safely access resources;
- Set and mark tasks in line with school policy both for class work and homework in order to assess pupils progress and provide pupils with feedback that helps them improve;
- To set pupil targets as required by the school and to provide learning opportunities which will contribute to the achievement of those targets;
- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school;
- To provide a written annual report for each child assigned to you;
- To deal with other returns and requests for information about children in the form requested and contribute to references, reports to outside agencies and the like, in consultation with colleagues;
- To effectively deploy any other adults working in your class to support children's learning.

Behaviour & Conduct

- To model the ethos and core values of the school whilst teaching pupils and maintain the highest standard of professional conduct;
- Take all reasonable steps to maintain good order, discipline and safety of those pupils assigned to you in line with the school's Behaviour Management Policy both when children are in school and when they are engaged in authorised school activities offsite;
- If pupils are experiencing difficulties, work with them and parents and make recommendations as to how these may be resolved. Alert the appropriate member of staff if further advice or support is needed;
- Ensure that the register is marked electronically and kept up to date as required by law. Follow up absence of those assigned to you with parents and raise any concerns with the Parent Support Adviser or DHT;

- To implement the school policy on uniform.

Professional development

- To take part in the school's professional development programme and participate in any continual professional development activities as required
- To participate as required in meetings, which relate to the curriculum, administration or organisation of the school;
- To take responsibility for your own professional development through the Teacher Appraisal process and evaluate your own performance
- Assist in the development of appropriate schemes of work and resources and contribute to the development of policies and teaching strategies

Signed _____ Class teacher Date _____

Print name in full _____

Signed _____ Head teacher Date _____