

## **JOB DESCRIPTION**

### **MAINSCALE + TLR2C**

#### **CLASS TEACHER RESPONSIBILITIES**

The particular responsibilities attaching to the post of class teacher are as follows:

- To teach, according to their education needs, pupils assigned to him/her in the allocated class.
- To control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class.
- To maintain discipline in accordance with the behaviour management system of the school.
- To contribute to meetings, discussions and management systems necessary to coordinate the work of the school as a whole.
- To obtain professional development which will benefit the post holder or the school.
- To promote equal opportunities with the school and to seek to ensure the implementation of the school's equal opportunities policy
- To monitor and report to parents on the progress of pupils in the allocated class.
- To assess pupil's achievements and progress in accordance with arrangements agreed within the school.
- To maintain class attendance registers.
- To observe and abide by all school policies.
- To be responsible for promoting and safeguarding the welfare of children you are responsible for or come into contact with.

#### **PHASE LEADER RESPONSIBILITIES**

- To lead, organise and coordinate the work of the early years phase – (3 Reception plus Nursery).
- To ensure continuity of the curriculum through joint planning meetings.
- To develop a team ethos within the phase.
- To ensure the pastoral needs of the phase are catered for.
- To take a lead in the behaviour management of the children in the phase.
- To be accountable to the mini-school head for the standards of the phase.
- To be part of the Leadership Team and attend meetings where appropriate.

#### **RELATIONSHIPS**

The post holder is responsible:

- To the Headteacher for his/her teaching duties and responsibilities for the teaching tasks.
- For working collaboratively and cooperatively with other members of the school staff, teaching and non-teaching; and for the supervision of the work of classroom assistants relevant to his/her responsibilities.