

## JOB DESCRIPTION – CLASS TEACHER



<b>SCHOOL</b>	<b>Gilbert Colvin Primary School</b>
<b>GRADE</b>	<b>Main scale</b>
<b>HOURS</b>	<b>Full-time</b>
<b>RESPONSIBLE TO</b>	<b>Phase Leader Senior Leadership Team Headteacher</b>

### PURPOSE OF THE POST

- To provide highly effective teaching and learning.
- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class.
- To contribute to raising standards of pupil attainment.
- To promote the progress and well-being of every child in the class assigned to them.
- To undertake the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document.

The professional duties of the Class Teacher will further include:

### CORE RESPONSIBILITIES

- To consistently meet the Teachers' Standards (including those for the Upper Pay Scale where appropriate).
- To teach pupils assigned to the teacher and to ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- To be a role model and to actively promote the ethos and core values of the school.
- To be innovative and show enthusiasm and drive
- Assist in the development and implementation of appropriate curriculums, resources, schemes of work, policies and teaching strategies within the school.
- To ensure the effective and efficient use of any staff or additional adults that are supporting teaching and learning in the classroom.
- To provide an inclusive learning environment to teach pupils according to their educational needs.
- To provide a safe, stimulating and supportive learning environment where resources can be accessed appropriately by all pupils.
- To assess and maintain appropriate records and provide accurate information on pupil progress, attainment and other relevant matters as required by the school.
- To promote the school's positive behaviour policy and procedures by ensuring that the standard of behaviour and control of pupils is the best possible at all times
- To implement and follow school policies and procedures as approved by the Governors and LMT.

- To participate in the Performance Management Process for the evaluation and improvement of their own performance.
- To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development.
- To liaise with colleagues within school to ensure provision of high quality teaching and learning (including SENCO, TLR post holders etc.)
- To attend and participate in meetings which relate to the school's management, curriculum, administration or organisation.
- To actively support objectives and actions within the School Development and Action Plans
- To work with representatives of relevant outside agencies or bodies.
- To report to parents on the development, progress and attainment of pupils.
- To maintain high morale and to set an example of high quality performance in all teachers' standards.
- To lead assemblies and acts of collective worship which promote the spiritual and moral, social and cultural development of the children.
- To actively contribute to the wider life and ethos of the school.

## **PROFESSIONAL DUTIES**

The Class Teacher shall carry out his/her professional duties in accordance with:

- (a) the provisions of the Education Acts;
- (b) any orders and regulations having effect thereunder;
- (c) the instrument of government of the School;
- (d) any scheme prepared by the LA under section 48 of the School Standards and Framework Act 1998;
- (e) any rules, regulations or policies laid down by the Governing Body; and
- (f) the terms of his/her contract

## **OTHER DUTIES AND RESPONSIBILITIES**

To carry out any other reasonable duties as directed by the Headteacher in conjunction with the leadership of a key area and that of a class teacher.

**Staff Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_