



Class Teacher – Job Description

The Class Teacher is responsible to the Headteacher and through her/him to the Governing Body.

Purpose of the job:

- To carry out the duties of a teacher as set out in the Teachers' Pay and Conditions Document.
- To teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- To maintain the positive ethos and core values of the school, both inside and outside the classroom.
- To contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

The role of the Class Teacher is to:

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents on the development, progress and attainment of pupils.
- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Establish and maintain effective relationships with all teaching, support staff, parents and pupils.
- Undertake any other reasonable duties as assigned by the Headteacher.