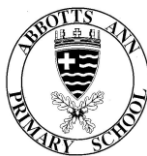


# ABBOTTS ANN C of E PRIMARY SCHOOL

*Celebrating Achievement, Building the Future*



## JOB DESCRIPTION: CLASS TEACHER

**Responsible to:** The Headteacher

**In accordance with the School Teachers' Pay and Conditions of Employment:**

### Functions

- To be responsible for the teaching of a class of pupils and to promote the aims, vision and ethos of the school through effective teaching and learning
- To be responsible for the planning, teaching and assessment of these pupils in line with agreed school policies
- To be a member of the school staff and participate in agreed meetings in order to carry out the duties of a class teacher
- To contribute at all times to the positive ethos of the school and promote our Christian Values

### Class Teacher Responsibilities

- Be responsible for the care, education and development of a class of mixed age children
- Ensure that the National Curriculum is taught in a stimulating and engaging manner and in line with the school's curriculum map
- Have a secure knowledge of the standards and expectations for English and Mathematics
- Have a secure knowledge of the use of Computing within the curriculum
- Ensure that all lessons are planned in accordance with school planning materials and in line with the National Curriculum
- Ensure Learning Support Assistants are well supported and prepared to aid learning
- Maintain a regular pattern of monitoring, assessment and recording of the children's learning in accordance with statutory requirements and the school's policy on assessment and recording of achievement – including Assessment for Learning
- Ensure that children's work is well marked and valued in accordance with the school's marking policy
- Set high expectations and standards at all times
- Create a stimulating class environment that is well organised, tidy and welcoming as well as providing thoughtful display areas, including displays around the school
- Ensure equality of care and provision for all children
- Be involved in appropriate target setting in line with the school improvement aims and to support the process of raising standards of attainment
- Ensure pupils needs are met; identifying the particular needs of each child and plan work appropriately for them
- Maintain high standards of pastoral care; monitor the social and emotional development of each pupil; liaise with the Designated Safeguarding Lead over any concerns regarding a child's welfare
- Recognise pupils with SEND and plan for them, devising programmes of work in accordance with the SEN code of practice and school policy, in consultation with the SENCo. Prepare and review Termly Targets and share these with the child, parents and staff involved
- Promote good home /school relationships and to encourage active participation of parents in the education of their child; liaise regularly with parents as to their child's progress

- Prepare annual written reports to parents and lead on parent consultations termly
- Uphold our confidentiality policy and be mindful of information sharing
- Attend all staff meetings and share expertise and knowledge with other staff
- Keep up to date with local and national educational initiatives
- Participate in general school activities and take a full and active part of school life
- Co-operate and engage with outside agencies as appropriate e.g. Educational Psychologist
- Engage with commitment to continuing professional development and the Performance Management Process
- Engage fully with other school settings as appropriate in activities such as moderation of work
- Support the work of the Headteacher and Governors in line with the key elements within the School Improvement Plan

### **Subject responsibilities**

- Overall responsibility for the management, leadership and development of a subject/curriculum area
- To carry out regular review and evaluation of your subject area and write action plans in line with the School Improvement Plan
- Manage a budget for your area where necessary and ensure that it is spent in line with the schools needs and best value practice
- Lead staff meetings where appropriate and offer support and guidance to other staff
- Attend and disseminate training as appropriate

Job descriptions are drawn up in line with the current needs of the school and can be amended at any time or in line with annual Performance Management interviews to support personal and professional development.

**Abbotts Ann C of E Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**