

JOB DESCRIPTION – BURE PARK PRIMARY SCHOOL

Job Title	Class Teacher
Additional Responsibilities (if applic)	Not Applicable
Name of Job Holder	
Job Title of Line Manager	Headteacher
Date	

Primary Purpose of the Role:

To teach a class of pupils, ensuring that the planning, preparation, recording, assessment and reporting meet the varying learning of social needs of the pupils and are in line with both school and national curriculum guidelines.

Key Accountabilities of the Role:

Relationships:

- Build and maintain a positive learning environment for the pupils
- Develop professional relationships with pupils, to aid them achieving their potential both inside and outside of the classroom.
- Report to parents on the development, progress and attainment of pupils
- Communicate and cooperate with specialists from outside agencies, as appropriate
- Lead, organise and direct support staff within the classroom
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors

Teaching, Learning and Assessment:

- Plan appropriately to meet the needs of all pupils, through the differentiation of tasks.
- Set clear targets, based on attainment, for pupils' learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and effective records, integrating formative and summative assessment into weekly and termly planning
- Monitor the progress of pupils, ensuring that additional support is given as and when appropriate.

Policies and Frameworks:

- Implement agreed school policies and guidelines
- 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
- Make a positive contribution to the smooth running of the school
- Attend staff meetings and contribute constructively
- Maintain an up to date knowledge of changes in legislation effecting the role of the class teacher

Class Teacher

Health, Safety and Well-being:

- Identify and support young people through personal challenges
- Be fair minded towards colleagues
- Maintain an appropriate work-life balance
- Ensure and maintain an appropriate work/life balance
- Ensure safeguarding and child protection pastoral care and personal development for all children and report any concerns to the designated leads.
- Participate and lead extra-curricular activities (include specific responsibilities as appropriate)
- Take responsibility for enriching the experience of pupils
- Be aware of your legal responsibilities towards pupils and act in accordance with current legislation and Department of Education guidelines
- Be aware of, and carry out all Health, Safety and Well-being policies and agreed guidance in the school.

Decision Making Authority:

With the support of the Key Stage Leader, procure appropriate resources to support classroom activities, within the Key Stage budget

Key Relationships:	Focus:
Line Manager	Obtain support and guidance
Subject Leaders	Obtain support and expert advice
Pupils	Lead, encourage and provide support
Parents	Report on pupil progress
Governors	Report on specific areas/issues

Capability Profile:

	Essential	Desirable
Professional Primary Teaching Qualification	X	
Excellent interpersonal skills	X	
Ability to demonstrate high levels of empathy	X	
Ability to influence and impact at all levels	X	
First class communication skills	X	
Previous experience of working with young people	X	
Good team working skills	X	
Proficient in using Word, Powerpoint and Excel	X	
Previous experience of teaching (insert KS1/KS2)		X