



Class Teacher Job Description Great Milton C of E Primary School

General Duties

As a Class Teacher, you will:

- maintain the positive ethos and core values of the school, both inside and outside the classroom
- ensure that the current national conditions of employment for school teachers are met
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties:

- teach a class of pupils, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- maintain good order and safe behaviours amongst pupils, in accordance with the school's behaviour policy; encourage children to care for their own environment by expecting them to care for their own work, property, equipment, the classroom, the cloakroom and other areas of the school as appropriate
- support initiatives decided by the Headteacher and staff
- produce short-, medium- and long-term plans for all NC subjects, which ensure coverage, continuity and progression for all pupils in class plan appropriately to meet the needs of all pupils, through adaptive teaching
- make effective personalised provision for pupils in class and in school
- take account of diversity and promote equality and inclusion in all teaching
- through appropriately high expectations, sustain and raise standards of pupil achievement and motivation
- be able to set clear targets, based on prior attainment, for pupils' learning;
- lead, organise and direct support staff within the classroom
- implement agreed school policies and guidelines
- encourage children to take pride in their achievements by:
 - valuing their efforts by ensuring that tasks are marked and discussed with children
 - presenting children's work in a variety of displays, both in own classroom and other areas of the school
- maintain a well organised classroom, ensuring all pupil resources are clearly labelled for children to access
- 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
- assist in the promotion of the moral and spiritual life of the school by, for example, participation in school collective worship (part of Diocesan Church School duties)
- participate in meetings which relate to the school's management, curriculum, administration or organisation

- take part in such playground and other school duties as may be reasonably required by the Head
- communicate and cooperate with specialists from outside agencies
- participate in the performance management system for the appraisal of their own performance
- keep up to date and comply with current Health & Safety requirements, School Health & Safety Policy and Safeguarding Policy

Relationships

- contribute to constructive team-building amongst teaching and non-teaching staff, parents, pupils and governors
- maintain an atmosphere where children feel secure and are encouraged to be kind and considerate to one another, other members of the school and the wider community
- discuss and plan, with Teaching Assistants or other adults in the classroom, activities and teaching style required for supporting targeted groups/SEN children prior to support sessions
- involve parents in their children's learning by:
 1. communicating plans so that parents can understand and make a genuine contribution to their child's learning
 2. organising consultations with individual parents
- participate in arrangements for appraisal and professional development
- organise and participate in class or key stage trips and visits
 - Within budget restrictions, the subject leader will attend appropriate professional development and give input to teaching and non-teaching staff.

General Responsibilities

Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.