# Aston and Cote Church of England Primary School

**Job Description**

**Class Teacher**

**Salary: Main Pay Scale**

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document (2019) and the provisions of that document will apply to the post holder.  
  
The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.  
  
This job description will be reviewed at least annually and any changes will be subject to consultation. The school’s Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.  
  
**General Duties:**  
  
You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation, and to meet the core professional standards for teachers (see Professional Standards for Teachers in England from September 2012).

### Job Purpose:

The Class Teacher will:

* teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
* maintain the positive ethos and core values of the school, both inside and outside the classroom;
* contribute to constructive team building amongst teaching and non-teaching staff, parents and governors;

### Duties:

The Class Teacher will:

* implement agreed school policies and guidelines
* support initiatives decided by the Headteacher and SLT
* plan appropriately to meet the needs of all pupils, through differentiation of tasks, including appropriate challenges for more able pupils
* 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
* cater effectively for pupils with special needs in accordance with Pupil Profiles; review progress against Pupil Profiles and amend accordingly in consultation with the school SENCO
* report to parents on the development, progress and attainment of pupils
* 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
* communicate and co-operate with specialists from outside agencies
* lead, organise and direct support staff within the classroom
* participate in the appraisal system for the appraisal of their own performance, or that of other members of staff
* 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 school policies; including taking responsibility for raising concerns with the headteacher
* adhere to the school’s Safeguarding and Child Protection Policy and report any concerns about safeguarding to the Designated Safeguarding Lead (Headteacher)

**Signed………………………………………………………. Date ………………..**

**Signed on behalf of the school…………………………….**