



# St Mark's CofE Primary School

## Class Teacher Job Description



**Position:** Class teacher

**Responsible to:** Head teacher

### Primary Duty

To carry out the role of a class teacher which enables the meeting all of the standards set out in the Teacher Standards 2012.

To champion vulnerable pupils within your class, including those who:

1. Have special educational needs
2. Are eligible for pupil premium funding
3. Have challenging home circumstances
4. Are vulnerable to under-achievement for other reasons

### Professional Duties

- Plan and deliver lessons that encourage the maximum participation and interaction of the children with careful consideration of how children learn best.
- Teaching the pupils assigned to you according to their educational needs, including the setting and marking of work to be carried out by the pupil in school or elsewhere.
- Working co-operatively with year group or team colleagues in the planning of work programmes. This includes long, medium and short-term planning.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Advising and co-operating with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Provide a stimulating environment conducive to high quality learning, to nurture good habits and induce lively and enquiring mind.
- Implement and keep records on children with Individual Education Plans (IEP's). Liaise with the SENCO for support and advice.
- Allocate the work of any learning support assistants within the classroom to support particular learning needs of the children. Direct duties, which ensure the smooth organisation of the classroom.
- Support the Christian ethos of the school and take part in, and sometimes lead, acts of collective worship.
- Evaluate own teaching critically and use this to improve effectiveness.

In each case having regard to all of the policies of the school and the National Curriculum and locally agreed curriculums.

## **Other Activities**

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Communicating and consulting with the parents/guardians of pupils.
- Communicating and co-operating with external agencies.
- Participating in meetings arranged for any of the above.
- Set a good example to the children in presentation and personal conduct.

## **Assessments and Reporting**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintaining adequate records as required by LA and Headteacher about the children in your care.

## **Performance Management**

- Participating in arrangements made for performance management.
- Participating in arrangements for your further training and professional development.

## **Discipline**

- Maintaining good order and discipline among the pupils and safeguarding their health, safety and welfare, both when they are on school premises and when they are engaged in authorised activities elsewhere.
- Sharing corporate responsibility for the well-being and discipline of all pupils.

## **Staff Meetings**

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Attend INSET and other courses as directed by the Head Teacher to further training and professional development as a Teacher.

## **Subject Management**

- You will be expected to take responsibility for at least one curriculum area after successful completion of - NQT period.
- Revising written statements of policy and good practice annually.
- Assessing and evaluating existing provision and practice, promoting continuity and progress throughout the school.
- Keeping the schemes of work up-dated, with clear level indicators and markers of progress.
- Being pro-active in advising and supporting colleagues in curriculum planning and delivery.
- Keeping abreast of good practice and current requirements, disseminating relevant information to the head teacher, colleagues, governors and parents, as required.
- Contributing to in-service programmes and school development work, as appropriate.
- Procuring, organising and maintaining resources, being responsible for delegated budgets.
- Monitoring the overall standards of children's progress through work sampling, assessment data and teachers' records.
- Being aware of planning and classroom practice in the subject throughout the school.
- Developing broad outlines of profiles of levels of attainment in the subject across the year groups in the school, whilst being actively aware of anticipated progress.
- Maintaining efficient Curriculum Management files.
- Promoting the subject through your own good practice and enthusiasm.

## **Administration**

- Attending assemblies, acts of worship, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

A teacher shall carry out the professional duties of a school teacher, including in any circumstances which may be identified and required by the Head Teacher, in response to the needs of the school (such particular duties as may reasonably be assigned to him/her and in line with the 2012 pay and conditions document).

Teacher's signature and date

Headteacher's signature and date