



ANDOVER CoE PRIMARY SCHOOL

Class Teacher - Job Description

Key Role

“To manage a class of children so that all their learning needs are met through high quality teaching and effective use of resources.”

You will be expected to fulfil the professional duties of a class teacher as described in the current School Teachers Pay & Conditions Document.

Key Accountabilities

Strategic Direction and Development

- To plan for and assess the children’s learning using knowledge of school policies, curriculum maps and guidelines, Foundation Stage Curriculum and National Curriculum.
- Set a good example to pupils through personal presentation and professional conduct.
- Take responsibility for own professional development and Performance Management targets and consult with Headteacher about developmental needs.
- Keep abreast of current educational changes and developments and adapt when necessary.
- To lead at least one subject area, supporting and inspiring staff and taking responsibility for standards and progress
- To promote the School Improvement Plan and work towards achieving School Improvement Targets.

Management of Teaching and Learning

- Plan differentiated work to meet the needs of individuals and groups to promote quality learning experiences.
- Plan with colleagues using policies, curriculum maps and guidelines, Early Learning Goals and National Curriculum requirements to promote progression and continuity in learning.
- Involve all children in the process of setting learning objectives and ensure that they understand them.
- Communicate high expectations to children and design appropriate learning experiences in order to achieve them.
- Consult with Subject Managers and Year Leaders for advice and support in teaching the curriculum.
- Record planning in line with school policy on agreed proforma.
- Submit all planning and record keeping for monitoring as required.

- Inform Year Manager, Deputy Head or Headteacher as appropriate about success of individuals or problems and difficulties.
- Establish a partnership with parents to involve them in their child's learning as well as providing information about curriculum, attainments, progress and targets.

Leading and Managing People

- Plan to manage pupil behaviour in line with School Policy for Good Behaviour.
- Work as a member of a team to plan co-operatively, sharing information, ideas and expertise and valuing the opinions of others.
- Establish and maintain good relationships with parents to promote pupils learning and development.
- Establish and maintain a positive attitude to all pupils always aiming to raise self-esteem.
- Consult and plan with outside agencies and support staff as appropriate.
- Establish and maintain good relationships with learning support assistants.
- Support students, parent helpers or supply teachers as necessary to promote their understanding of how the school promotes learning and ensures continuity and progression.

Management of Financial and Physical Resources

- Organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- Teach pupils how to take responsibility for resources and care for the environment.
- Ensure that resources are well organised and readily available to promote learning.
- Regularly review classroom organisation in light of school policies.
- Set up attractive and interesting displays in the classroom, shared areas and hall, changing these at regular intervals. Displays should supporting learning objectives and be informative, interactive, celebratory and stimulating.

Evaluation and Quality

- Monitor and assess pupils' work and use assessment to identify individual needs and so inform future planning.
- Keep records of pupil progress up to date and report achievement in line with school policy and statutory requirements.
- Regularly review and reflect on own and children's work to ensure continuity and improvement in the standard and quality of work carried out.
- To undertake any statutory testing procedures including Early Learning Goals and SATs where appropriate.

Administration

- To implement agreed school record keeping and profiling and tracking systems ensuring regular updating and completion.