JOB DESCRIPTION
CLASS TEACHER

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Core Purpose

- To carry out professional duties and to have responsibility for an assigned class
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities
- To promote the aims and objectives of the school and maintain its philosophy of education
- To promote the ethos of the school and Children First Academy Trust at all times

Responsible to;

The Headship Team and direct line manager in the structure within the school

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To take responsibility for the progress of all children within the assigned class/group
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To mark and monitor children's learning providing constructive feedback and set targets for pupils' progress
- To be able to use both formative and summative assessment to improve aspects of their teaching to ensure better progress in childrens' learning
- To maintain good order and discipline among the pupils, safeguarding their health and safety
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning
- To prepare appropriate records for the transfer of pupils or for external bodies
- To ensure effective use of support staff within the classroom, including volunteers
- To participate in staff meetings as required
- Contribute to the development and co-ordination of a particular area of the curriculum
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional

- To liaise with outside agencies when appropriate eg. Educational Psychologist
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
- To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To contribute to the wider community of the school, ensuring that parents/carers are recognised as playing a key role in their children's learning and in the life of the school
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role
- To meet the National Teachers' Standards as set out by the Department for Education
- To carry out other duties as the Headteacher/CEO may reasonably direct