



## **JOB DESCRIPTION: Class Teacher**

The Class Teacher will work closely with the Deputy Head Academic and Head Teacher to ensure:

- Continuity and progress within the classroom
- Knowledge of class planning

## **RESPONSIBILITIES**

Class Teachers within the school should be willing to take on any responsibility or task requested by the Head Teacher to fulfill the responsibilities of a teacher, which are listed but not limited to the below:

### Teaching

- Plan and prepare well-structured lessons assigned to classes, following the school's plan, curriculum and schemes of work
- Teach according to the educational needs of pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and as homework
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, recording and reporting of the development, progress and attainment of pupils, making accurate and productive use of assessments
- Promote the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to them, whilst adapting teaching to respond to the strength and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Demonstrate good subject and curriculum knowledge
- Provide guidance and advise pupils and their parents on educational and social matters and on their further education, including information about sources of more expert advice on specific questions, making relevant records and reports
- Participate in meetings arranged for any purpose described above

### Support for pupils

- Undertake structured and agreed learning activities and adjust activities according to pupil responses
- Undertake English and mathematics programmes, recording achievements and progress



- Prepare, maintain and use equipment/resources required to meet the lesson plans and assist pupils in their use
- Assist with the supervision of pupils out of lesson times, including after school, as requested by the Head Teacher

#### Support for the school

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- To attend all school activities as a member of staff e.g. staff meetings, concerts, productions
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established policy and encourage pupils to take responsibility for their own behaviour
- To show genuine willingness to further one's own knowledge and experience of teaching and to be prepared to participate in programmes to enhance expertise
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Provide feedback to pupils in relation to progress and achievements
- Accompany pupils on visits, trips and out of school activities as required and take responsibility for a group or individual pupils

#### Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To undertake staff training including health & safety and first aid courses as required by the school
- Comply with the school's policies and procedures relating to child protection and safeguarding and the staff code of conduct

#### Professional development

- Take part in the school's annual appraisal procedures
- Partake in training and other learning activities and developments in order to improve one's own teaching performance

CF November 18

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