

ST. MATTHEW'S C.E. PRIMARY SCHOOL

JOB DESCRIPTION: Class Teacher

RESPONSIBLE TO: Headteacher/Governing Body

Main Purpose of the Job

To provide an effective, meaningful and enjoyable education for the children by teaching it within the framework provided by the LEA and the Governing Body, and with regard to all statutory requirements and the needs of the children.

Main Duties/Activities

- To fulfil the conditions of employment for school teachers as laid down in the current Teacher's Pay and Conditions Document and its subsequent amendments.
- To fulfil the school's curriculum policies and to implement the requirements of the National Curriculum.
- To provide an effective and interactive learning environment for the children.
- To attend staff development initiatives organised by the school or LEA.
- To involve parents in their children's learning.
- To be part of a staff team.

General Duties/Activities

1. To be responsible for the teaching of any mixed ability class of children within the primary school age range 4-11.
2. To plan a half termly/termly work forecast. This plan will incorporate National Curriculum targets and Programmes of Study and will be part of a whole school curriculum strategy.
3. To keep a detailed daily plan of intended teaching and learning and prepare materials and resources accordingly.
4. To use a variety of teaching and classroom management strategies appropriate to different teaching contexts and the changing needs of the children.
5. To encourage a high and consistent standard of children's work and to set an example by the high quality of classroom display of children's work.

ALL children should have their work displayed.

6. To respect the children and maintain firm but friendly discipline.
7. To keep full up to date records of children's progress in line with school policy.
8. To undertake continuous assessment of the children in line with school policy.
9. To encourage the development of each child's Record of Achievement.

10. To take an active part in the development and implementation of the School Development Plan.
11. To be aware of children with Special Educational Needs and liaise with the school SENCO.
12. To work as a member of a team, attend staff meetings and be prepared to participate in the decision making process.
13. To help with displays around the school and to keep the school environment attractive, tidy, stimulating and welcoming.
14. To take class assemblies in rotation with other teachers.
15. To participate in the partnership between parent, school and community.
16. To participate in school life beyond the classroom.
17. To put into practise the principle of equal opportunities.
18. To understand, and act upon, the personal and social needs of the children.
19. To recognise and undertake responsibility for their own personal and professional development in liaison with Headteacher/CPD Co-ordinator.
20. To take responsibility for an area (or areas) of the curriculum and be prepared, in consultation with other teachers, and SENCO to formulate policy, schemes of work and/or guidelines. To attend and disseminate relevant training, ensure adequate resources and participate in monitoring and evaluation procedures, working alongside and observing colleagues in the classroom where necessary.

Specific Responsibilities

1. Curriculum responsibility for English with ER
2. To liaise with the Headteacher on Curricular development at regular intervals, reporting to GB where necessary.

This job description may be revised at any time during the school year and reviewed at least annually after due consultation between yourself and the Headteacher.

SIGNED: _____ **Class Teacher**

SIGNED: _____ **Headteacher**

DATE: _____