

JOB PURPOSE

To work in partnership with the Headteacher, staff, governors, pupils and parents to ensure the smooth running of the class and to ensure that all pupils make the appropriate progress.

OBJECTIVES

1. To promote high expectations and high standards of attainment, achievement and behaviour at all times
2. To foster a love of learning in a safe, secure and stimulating environment
3. To provide support professionally and pastorally to staff and children

AREAS OF RESPONSIBILITY

To be responsible for teaching a class of children and to take a role in curriculum leadership throughout the school. To report directly to the Headteacher.

KEY TASKS

Class Teacher

- Prepare lessons in accordance with the school's policies and associated guidelines.
- Promote high standards and maintain high expectations of all children
- Ensure that effective behaviour management techniques are established, including following the school's Golden Rules
- Provide an outstanding professional model as a classroom practitioner
- Ensure a stimulating, safe and challenging indoor and outdoor learning environment
- Carry out regular formative and summative assessments of the pupils
- Keep up to date records and report regularly to parents, SLT and Governors in accordance with the school Assessment, Recording and Reporting policy
- Set appropriate targets for all children and monitor them on a regular basis
- Liaise with the SENCO to ensure inclusion of all children and to write and monitor IEPs
- Be aware of safeguarding issues and report any concerns to the Designated Safeguarding Lead
- Build appropriate relationships with the children based on mutual respect and understanding and foster good relationships with their parents

Leadership and Management

- Contribute to staff meetings, twilight staff training sessions and INSET days
- Have oversight of the class's curriculum, its planning, implementation and evaluation, ensuring a balance of curriculum, through long-term planning and oversight of weekly plans

- Lead areas of learning to be agreed upon appointment.
- Ensure the areas of learning are adequately resourced and that high standards of attainment are achieved by all pupils in school
- Attend any relevant courses and report back to relevant staff
- Promote a positive image of the school internally and externally at all times
- Encourage high staff morale and high expectations for the children
- Engage in promoting and reviewing the vision and aims of the school
- Assist in ensuring that school policies, organisation and administration are executed efficiently
- Assist in maintaining good behaviour within the school and encouraging respect for all pupils and their families
- When necessary liaise with external professional agencies and the wider community
- Assist in caring for the school's external and internal environment, ensuring that the classroom presents a welcoming, organised and aesthetically pleasing, stimulating appearance
- Take part in such discussions and meetings necessary to support a broad, balanced and relevant curriculum for our children
- Take part in the programme of continuous school self-evaluation

Duties will be carried out under the direction of the Head Teacher. This outline represents a guide but the job description is not definitive and responsibilities are wide ranging. (Further details in Teachers' Pay and Conditions documentation). This job description will be reviewed at regular intervals and may be amended at any time after consultation with you.