



## **CLASS TEACHER JOB DESCRIPTION**

### **Class Teacher Responsibilities:**

See responsibilities as laid out in Part XII of the Teacher's Pay and Conditions document and School Job Description Part II: Job Description Common to all Teaching Staff and Job Description Part III: Job Description

### **Elements of the Job Description common to all Teaching Staff at Holsworthy C E Primary School:**

1. To provide a stimulating and caring environment appropriate to the needs of the children, establishing close relationships with children and enabling them to form positive relationships with each other and adults.
2. To support, assist and guide children in all aspects of their growth and development.
3. To take all appropriate steps to ensure the wellbeing, health and safety of the children.
4. To uphold rational and consistent standards of discipline throughout the school through the effective implementation of the behaviour policy.
5. To maintain the aims and practices of the school by supporting the initiatives in school planning documents and whole school policies.
6. To show a high standard of teaching ability at all times so that each child moves closer to his/her potential.
7. To plan, organise and present a curriculum appropriate to the needs of the children within the guidelines set out by the school and the National Curriculum.
8. To ensure that individual children's progress is monitored, assessed, recorded and reported with reference to school policies.
9. To work with colleagues in order to secure continuity and progression in learning throughout the school and attend such whole school team meetings intended for this purpose.
10. To monitor and evaluate classroom practice and the children's learning in order to bring about improvements in classroom practice and an enhancement of children's learning.
11. To seek professional development through CPD and collaborative work with other schools.
12. To co-operate and collaborate with other members of the school staff in order to contribute personal knowledge, skills and insight to the whole school curriculum.
13. To take part in normal school duties.
14. To liaise with a child's parents/ carers or other agencies as required.
15. To contribute to an/ or write relevant reports about children for the annual pupil report, agencies, the school, governors and other authorised bodies.

### **Specific Responsibilities:**

#### **1. PERSONAL DEVELOPMENT**

- 1.1 To build specialist knowledge in a chosen field – in order to advise school staff.
- 1.2 To grow and develop professionally in view of career progression and salary structures.
- 1.3 To read more closely anything relevant to your subject – the National Curriculum documents, anything in the weekly mail, publisher's information, HMI reports etc.
- 1.4 To attend relevant training.

## **2.DEVELOPING WHOLE SCHOOL POLICY**

To work with the Senior Management Team to write up, after staff discussion, whole school policy/ scheme of work documents to ensure:

- 2.1 Agreement on a set of common principles
- 2.2 Continuity throughout the school
- 2.3 Progression on children's work
- 2.4 Assessment procedures
- 2.5 Recording of children's progress

## **3.STRATEGIC DEVELOPMENT**

- 3.1 To assist the Head Teacher, SMT and Governors in setting targets for your curricular area.
- 3.2 To produce with the Head Teacher and SMT a Curriculum Improvement Plan and monitor its implementation.
- 3.3 To lead, if required, a school improvement project taking responsibility for its monitoring, implementation and evaluation.
- 3.4 There will be an expectation that subject leaders will observe lessons and prepare reports for the Head teacher and governing body outlining strengths and weaknesses in provision to inform school development.

## **4.MONITOR THE SUCCESS OF THE POLICY AND SCHEME OF WORK AND STANDARDS OF LEARNING**

- 4.1 To review medium term plans.
- 4.2 To sample work and scrutinise.
- 4.3 To observe/ support lessons if required.
- 4.4 To build up an assessment portfolio.
- 4.5 To monitor standards of work and report to relevant stakeholders.

## **5.ASSIST OTHER STAFF**

- 5.1 To develop expertise and know where the resources are so that colleagues can come to you for help.
- 5.2 To run CPD – either yourself, or by organising an advisory teacher or expert to do it.
- 5.3 To build up teacher's reference library/ curriculum resource area.
- 5.4 To set up, organise and oversee special curriculum events liaising with relevant visitors and staff to ensure its success within the prescribed budget.

## **6.RESOURCES**

To oversee the school's resources in your curriculum area by:

- 6.1 Maintaining a buying policy – (budget to be agreed with the Head Teacher)
- 6.2 Maintaining resources – repairing, monitoring and organising – so that we can all use them easily.

## 7. LIAISON WITH LEARNING COMMUNITIES

7.1 Go to meetings, CPD, working parties organised by the group.

7.2 Report back to school stakeholders relevant information relating to your curriculum area.

I have read the above job description together and agree with the terms.

**Signed:**

**Head teacher:**

**Date:**

**Date:**

Return original Job Description, signed to the head teacher, who will make copies for you. All original Job Descriptions are held in Staff Files.