

**NAME:**

**POST TITLE:**

**Class Teacher**

**SCALE:**

**MAINSKALE POINT**

**CLASS TEACHER**

**JOB PURPOSE:**

- To carry out such duties as may reasonably be directed by the Head Teacher in accordance with the relevant paragraphs in the current 'School Teachers' Pay and Conditions Document and as specified within the Professional Standards for Teachers (TDA) according to QTS, Core or Post-Threshold levels as applicable to the post holder.
- To teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- To maintain the positive ethos and core values of the school, both inside and outside the classroom;
- To contribute to and participate in the team-working ethos of the school.

**Duties and Responsibilities:**

- Implement agreed school policies and guidelines
- Support initiatives decided by the Head Teacher and staff
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Set clear targets, based on prior attainment, for pupil's learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Report to parents on the development, progress and attainment of pupils
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialist from outside agencies
- Lead, organise and direct support staff within the classroom
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

**Under the direction of the Head Teacher, undertake responsibility for the development of a curriculum area/area of responsibility**

- Advise the staff and Head Teacher about developments and initiatives in this area of the curriculum/responsibility
- Ensure the policy is reviewed and updated and that policy and practice reflect each other
- Provide staff training in this area of the curriculum as required
- Monitor standards and progression in this curriculum area and report to the Head Teacher and Governing Body when required
- Support staff in working towards the raising of standards in this area of the curriculum

**BERWICK HILLS PRIMARY SCHOOL    JOB DESCRIPTION    CLASS TEACHER    2016**

- Contribute to the School Improvement Plan by suggesting development in this area of the curriculum as a result of evidence gathered through data analysis, monitoring and evaluation activities
- Audit resources periodically and take responsibility for planning, prioritising and reporting to the SLT on any expenditure from delegated budget and evaluation of impact of spending
- Ensure all resources are suitably stored, maintained and used appropriately

**This job description will be reviewed annually and may be amended at any time after consultation with you.**

**I acknowledge receipt of the above mentioned details of duties and responsibilities and confirm my acceptance of them.**

**Signed: .....**

**Date: .....**