



Class Teacher Job Description

Job Title: Class Teacher
Salary Scale: Teachers Main Pay Scale
Responsible to: Performance Management Team Leader and Head Teacher

Status of the Post:

The particular duties and responsibilities set out in this job description are to be carried out as stated as the professional duties of a teacher in the most recent 'School Teacher's Pay and Conditions Document'. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process relevant to their role in the school.

Job Purpose: To be accountable for learner achievement.

- Be responsible for the learning and achievement of pupils ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and behaviour.
- Treat pupils with dignity, building relationships rooted in mutual respect.
- Create a stimulating environment.
- Develop positive relationships with parents, carers, other staff and external agencies in the best interest of all children.
- Act within the statutory frameworks, which set out professional duties and responsibilities.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Main Duties

- Create and manage a learning environment and achieve a supportive culture and behaviour management strategy that enables learners to achieve their potential.
- Contribute to the monitoring and development of pupils' progress across the curriculum.
- Plan effectively in the short, medium and long term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
- Apply a range of teaching and learning strategies, including implementing inclusive practices to ensure that the diverse needs of learners are met.
- Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements.
- Contribute to the development and application of priorities, policies and activities in order to enable the achievement of the school's aims.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
- Take responsibility for a curriculum area (not applicable to NQT)
- To work collaboratively with members of staff from other schools in Balmoral Learning Trust.
- Contribute to the monitoring and development of a curriculum area or a specific focus across the school.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect following the school code of conduct using praise, sanctions and rewards consistently and fairly.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Where appropriate contribute to the professional development of other teachers and support staff.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies and professionals
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- To have professional regard for the school's ethos, policies and practices and maintain high standards in your own attendance and punctuality
- Any other duty or responsibility as may be directed from time to time by the Head Teacher.

In addition to the above, the post-holder will be required to undertake any other duty or responsibility as may be directed from time to time by the Head Teacher.

This job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.

The post holder must promote and safeguard the welfare of the children and young people that come into contact with

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school records and information.

The Post holder must carry out their duties with full regard to the school's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other relevant Policies.

The Post holder must comply with the school's Health and safety rules and regulations and with Health and Safety legislation.

Note

This job description is not your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.