



Building Personal Success

Job Description: Class Teacher

Job Title: Class Teacher

Scale: Inner London Teachers' Main Scale

Main purpose

The teacher will:

- fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document;
- meet the expectations set out in the Teachers' Standards

Job Purpose:

The class teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors; and
- ensure that the current national conditions of employment for school teachers are met.

Duties:

The class teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' 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 specialists from outside agencies;



- lead, organise and direct support staff within the classroom; and
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- Adapt teaching to respond to the strengths and needs of pupils;
- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils from their varied starting points setting clear targets, building on prior attainment;
- Demonstrate good subject and curriculum knowledge;
- Participate in arrangements for preparing pupils for external test using a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
- use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
- select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; evaluating own teaching critically to improve effectiveness; ensuring the effective and efficient deployment of classroom support;
- taking account of pupils' needs by providing structured learning.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to;
- check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values;
- make a positive contribution to the wider life and ethos of the school;
- work with others on curriculum and pupil development to secure co-ordinated outcomes.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures;
- take part in further training and development in order to improve own teaching;
- take part in the appraisal and professional development of others, where appropriate;
- working with colleagues and other relevant professionals;
- collaborate and work with colleagues and other relevant professionals within and beyond the school;
- develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
- have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality;
- understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers;
- deploy resources delegated to them.



Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;
- work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary;
- promote the safeguarding of all pupils in the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status• Degree• Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality