



## Broadlea Primary School Job Description: Class Teacher

**Job Title:** Class Teacher

**Scale:** MPS

**Responsible to:** The Headteacher and the Governing Body of the school

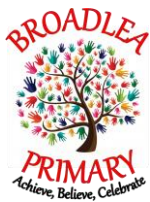
**Relationships:** Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

- Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning, social and emotional needs.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Promote the school's values and aims.
- Working with others, coordinate activities and resources within a specific area of the curriculum, and support colleagues in the delivery of this specialist area.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

### **As a Class Teacher:**

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 planning.
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress.
- Report to parents on the development, progress and attainment of pupils.



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- Promote the school's code of conduct 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.
- Make effective use of ICT to enhance learning and teaching.
- 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.
- Take part in school events and activities which may take place after school or in the evening within directed time allocations.
- Any other activity as reasonably requested by the Headteacher.

**Name of Post holder:**

**Date :**

**Signature of Post holder:** .....

**Signature of Headteacher**.....