

# **ALL SAINTS' PRIMARY SCHOOL**

## **JOB DESCRIPTION – CLASS TEACHER**

### **General Duties:**

The education and welfare of a designated class/group of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the School's aims, objectives and units of work and any policies of the Governing Body.

### **Specific Responsibilities:**

#### ***Curriculum***

- a. To undertake medium term and weekly planning for the purpose of delivery of a differentiated curriculum.
- b. To lead, manage, monitor and be accountable for standards within a defined subject area.
- c. To advise subject leaders on the effectiveness and manageability of the curriculum framework and units of work.
- d. To provide parents with information concerning their children's curriculum by providing written reports as required by the Headteacher and attending parent evening sessions.

#### ***Operational Planning***

- a. To contribute to the review and preparation of the School Development Plan.
- b. To support subject co-ordinators in the drawing up of Whole School Objectives and demonstrate commitment to the achievement of targets for school improvement.

#### ***Teaching and Learning***

- a. To consider, with team members, teaching strategies and class room organisation which reflect high expectations, promote high standards of achievement and uphold school values and policies.
- b. To assess pupil progress and attainment according to the school's assessment procedures.
- c. To consult with children in the setting and monitoring of individual SMART targets for achievement.
- d. To co-ordinate the setting of homework for children within the year group.
- e. To work in partnership with parents by keeping them informed about their children's progress, encouraging their involvement where appropriate in school activities and advising them on how to support their child at home.

#### ***Pastoral***

- a. To mutually advise and support team members and children on matters of pupil welfare and discipline and ensure adherence to the School Behaviour Policy.
- b. To determine rotas and timetables for the effective supervision of common areas and the movement of children.

### ***Special Needs***

- a. To work as a team member and as individual teachers in liaising with the SENCO to ensure appropriate provision and support for children with special needs and those of high ability.
- b. To negotiate the effective deployment of support staff within the year groups.

### ***The Learning Environment***

- a. To ensure, with team members, the upkeep of an exciting, stimulating learning environment within classrooms and common areas.

### ***Continuous Professional Development***

- a. To agree challenging targets for personal professional development with the appropriate line manager, show commitment to their achievement and participate fully in the arrangements for monitoring, evaluation and review.

### **To Whom Responsible:**

Headteacher  
Deputy Headteacher