

**Job Description**

**Class Teacher**

**Responsible to the Headteacher and SLT**

**Main Duties and Responsibilities:**

In addition to the general professional duties expected of a main scale teacher (School Teacher’s Pay and Conditions Document 2022) the following specific duties are attached to this post.

**Planning**

Teachers’ planning must cater for the needs of all the children across the whole curriculum. The teacher will plan in collaboration with his/her year group colleagues to ensure consistency in planning and preparation. The school’s agreed schemes of work and planning format must be used.

Termly and weekly plans must be kept in the teacher’s planning file and should be readily available for monitoring by the Headteacher, Deputy Headteacher, Assistant Head, Phase Leaders or Subject Leaders.

**Organisation and Management**

Each main scale teacher will be responsible for the management of their classroom and pupils in line with the school’s policies including the Behaviour Policy.

Teachers who are supported by a Nursery Nurse, Teaching Assistant or Learning Support Assistant will be responsible for ensuring they are aware of their duties and are targeted in an appropriate manner to raise achievement of targeted pupil(s). Teachers will need to manage their performance and training needs, ensuring that the Senior Leadership Team (SLT) is kept informed of outcomes. All class teachers are responsible for the day-to-day management of personalised learning needs (to include SEN, EAL and more able pupils) in their class.

**School Environment**

Each teacher is responsible for ensuring that children’s work is valued and displayed according to the school’s Display Policy, reflecting high expectations for each pupil and the teacher’s personal commitment to high standards. The area adjacent and outside the classroom is the responsibility of the class teacher and should reflect the learning in the classroom.

**Curriculum Responsibility**

Each teacher (except ECTs) will be responsible for co-ordinating a subject or area within the school curriculum which will be subject to review under the performance management structure.

**Main Responsibilities will include:**

* Strategic planning to develop an overview of the subject or area within the School Improvement Plan (SIP) and/or Curriculum Leaders Action Plan (CLAP)
* Secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils’ achievement and set targets for improvement
* Lead and manage staff effectively, ensuring that all those involved in the teaching of the subject receive support
* Efficient and effective deployment of staff and resources, identifying appropriate resources for the subject and ensure that they are used effectively and safely

**Performance Management**

All teachers will have their performance managed by a Phase Leader (or a member of the Senior Leadership Team) against their job description. This will be seen as an integral part of personal and professional development.

Under the Pay and Conditions Document all teaching staff are required to take part in the management of performance under the direction of the Headteacher.