



**Class teacher Job Description**

**Post: Class Teacher**

**Responsible to: Headteacher and the Governing Body**

**Duties: The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document. It may be modified by the Head teacher and governors, with the post holder's agreement, to reflect or anticipate changes to the role.**

- To actively support the Catholic ethos, vision, values and aims of our school.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of all children within your area of responsibility, including those with special educational needs.
- To foster a learning environment and educational experience, that provides children with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To actively protect and safeguard children.
- To ensure at all times a positive approach to equality and inclusion, protected characteristics and equal opportunities and to show knowledge and awareness of Manchester LA and the CES policies.
- To attend INSET days and teaching and learning meetings when required.
- To carry out any other duties which may reasonably be required within the general level of responsibility of the post as well as any other responsibilities negotiated with the Head Teacher.

**Responsible for:**

- Directing and supervising the work of Teaching Assistants.
- Co-operating and liaising with other professionals, including fellow staff, SENCO and colleagues from external agencies (for example, specialist teachers from LA support services, health professionals and social workers).

**Teaching Responsibilities:**

- To teach a class of children; in line with the relevant curriculum.
- To develop a stimulating classroom and school environment in which all children will learn, have a sense of achievement, be motivated and feel secure and valued.
- To teach children in their assigned group according to their educational needs, including the setting and marking of work carried out by the children in school and elsewhere in accordance with the school's policies.
- To assess, record and report attendance, progress, development and attainment of assigned children and keep such records as are required by the school's systems.
- To ensure high quality learning experiences for pupils which meet internal and external quality standards.

- To use a variety of delivery methods, appropriate to children's learning styles and the varying demands of the curriculum.
- To provide a positive and safe learning environment, encouraging high standards in attendance, punctuality, presentation of work and relationships.
- To set high expectations for pupil's behaviour and maintain a good standard of discipline through well focused teaching, managing pupils' individual needs and differences, fostering positive relationships and implementing the school's behaviour policy.

#### **Curriculum Responsibilities:**

- To contribute to the development of the primary curriculum, teaching methods and learning opportunities.
- To be responsible for the co-ordination of an area of the curriculum.
- To support colleagues and use expertise to assess and develop the quality of learning.
- To monitor and evaluate learning within the curriculum area in line with the school's monitoring cycle. (This may include observations, work sampling, review etc).
- To collate and analyse information relating to the standards achieved in an area of the curriculum.
- To advise and support staff.

#### **General Duties:**

- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.
- To contribute to the personal, social, health and citizenship of pupils according to the school's policy.
- To contribute positively to effective working relationships within the school.
- To actively engage in performance management.
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.
- To play a full part in the life of the school community and support its ethos.
- To follow and actively promote all school policies.
- To comply with health and safety policy and undertake any risk assessments as appropriate.
- To actively pursue own personal and professional development.
- To undertake any additional responsibilities or duties reasonably directed by the Head teacher.

November 2023