



**POST OF:** CLASS TEACHER  
**RESPONSIBLE TO:** Headteacher  
**LINE MANAGER:** Phase Leader

### **General Responsibilities**

- To carry out the duties of a school teacher as defined in the current National Conditions of Service Document
- To be responsible to the Headteacher for the education, welfare and development of a designated class of children and for any other assigned groups
- To be part of a phase group team, under the leadership of the phase leader.

### **Duties**

The post holder will be required to carry out appropriate duties described in the National Conditions Document, and such duties as the Headteacher may at times reasonably direct, including:

- To work to fulfil the aims of the school and the principles set out in the School's Policy Statement for Teaching and Learning
- To implement the National Curriculum and broader curriculum in accordance with the agreed policies of the school
- To work closely with the Special Needs Co-ordinator (SENCO) and members of the pastoral support team, according to agreed policies;
- To use planning and teaching approaches to enable children's different needs to be met, according to their aptitudes, stages of development, and levels of understanding;
- To maintain records of programmes of study undertaken, the assessment of pupils' work covered and track progress of children according to the school's agreed policy.
- To communicate with parents, both informally and in a supportive partnership, and within the school's formal procedures for reporting to parents on pupils' progress
- To share in the curriculum development work of the school and in the maintenance of resources as required.
- Any other reasonable duties that the Head teacher may deem appropriate.

**All class teachers hold an additional responsibility as a subject manager (except in the case of newly qualified teachers who are exempt from subject management in their first year of teaching.)**

### **SUBJECT LEADERSHIP**

To provide professional leadership and management in a designated area of the curriculum in order to secure high quality teaching, effective use of resources and high standards in learning and achievement for all pupils.

#### **Have knowledge and understanding of:**

- The school's aims, priorities, targets and action plans
- The relationship of the subject to the curriculum as a whole.
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress.
- The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for pupils in their subject.
- The implications of the code of practice for special educational needs and equal opportunities for teaching and learning.

This job description may be reviewed at the end of the academic year. In addition, it may be amended at any time after due consultation.

**Planning and setting expectations:**

To review subject policy, practices and establish short, medium and long term plans for the development and resourcing of the subject which:

- Are understood by all those involved in putting the plans into practice.
- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching.

**Teaching and managing pupil learning ensuring:**

- Curriculum coverage, continuity and progression throughout the school and across phases in the subject for all pupils, including those of high ability and with special educational needs.
- Guidance is provided to support staffs' understanding of the sequence of teaching and learning, teaching and learning methods to meet the needs of the subject and pupils.
- Consulting with colleagues in curriculum planning and delivery as necessary
- Advising and supporting support staff in effective strategies for assisting children in learning
- Keeping abreast of current requirements and good practice, disseminating relevant information to colleagues, governors and parents, as required
- Contributing to in-service programmes as appropriate
- Organising effective use of resources, taking responsibility for a delegated budget
- Promoting own subject area through enthusiasm and good practice

**Assessment and evaluation:**

- Establish and implement clear policies and practices for assessing , recording and reporting on pupil achievement and monitor the impact on children's progress
- Monitor progress made in achieving subject plans and targets and report regularly to the Headteacher and Governing Body on expectations, targets and achievements in a designated area of the curriculum.
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching.

**Pupil Achievement**

- Use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support these children.

**Relations with parents and wider community**

- Establish a partnership with parents to involve them in their child's learning of the subject as well as providing information about curriculum, attainment, progress and targets.
- Develop effective links with the local community, including business and industry, in order to extend the subject, enhance teaching and develop the pupils' wider understanding.
- Attend co-ordinators' meetings and liaising with cluster schools

**Managing own performance and development**

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in school improvement.
- Achieve challenging professional goals
- Take a responsibility for own professional development.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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