



# WESTGATE PRIMARY SCHOOL

## JOB DESCRIPTION

### CLASS TEACHER

**Job Title:** Class Teacher

**Scale:** MPS1 to MPS6 Dependent on experience, skills and abilities.

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

#### General Duties

The current School Teachers' Pay and Conditions document describes the duties, which are required to be undertaken by a Class Teacher in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in an exemplary manner. It is the contractual duty of the Teacher to ensure that their professional duties are discharged effectively. The Teacher will also have due regard to the National Curriculum, the school's mission statement, objectives and schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

#### Purpose of the Job

- 1 Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
- 2 To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The Teacher 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
- 3 Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- 4 Maintain the positive ethos and core values of the school, both inside and outside the classroom
- 5 Promote the school's mission statement and the general ethos of the school

- 6 Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

### **ClassTeacher Duties**

- 1 Implement agreed school policies and guidelines
- 2 Support initiatives decided by the Headteacher and staff
- 3 Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- 4 Be able to set clear targets, based on prior attainment for pupils' learning
- 5 Provide a stimulating classroom environment, where sources can be accessed appropriately by all pupils
- 6 Keep appropriate and efficient records, integrating formative and summative assessment into planning
- 7 Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
- 8 Report to parents on the development, progress and attainment of pupils
- 9 Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy
- 10 To have exemplary classroom management and build positive relationships with pupils.
- 11 Participate in meetings which relate to the school's management, curriculum, administration or organisation
- 12 Communicate and co-operate with specialists from outside agencies
- 13 Make effective use of ICT to enhance learning and teaching
- 14 Lead, organize and direct support staff within the classroom when appropriate
- 15 Participate in the performance management system for the appraisal of their own performance or that of other teachers
- 16 To develop effective working relationships with all members of the school community with sensitive regard for issues connected with race, gender, disability, ethnic, cultural origin or social circumstances.

The above duties are neither exclusive nor exhaustive and a Class Teacher may be required by the Headteacher to carry out other appropriate duties within the grading level of the post and the competence of the Teacher.