

**JOB DESCRIPTION**

**JOB TITLE:** Class Teacher  
**GRADE:** MPS  
**RESPONSIBLE TO:** Head Teacher  
**ACCOUNTABLE TO:** The Head Teacher and Governors  
**LIAISES WITH:** Class teachers, TA's, Parents

**CLASS TEACHER PROFESSIONAL DUTIES**

- Set high standards for yourself and for the children in your class
- Plan work to meet individual children's needs and the needs of the class as a whole. Follow agreed school formats for planning, long term, medium term and short term. Use assessment to inform future planning
- To encourage children in a broad range of quality learning experiences and have an evaluative approach to standards to teaching and learning within your class
- Keep clear records of children's development, including achievements and samples of work as evidence of assessment in accordance with school policies
- Ensure the smooth running of the class through effective classroom management of time and resources
- Promote and encourage Home/School links through a variety of means, e.g. parent/teacher consultations, pre-school interviews, an annual written report to parents
- Create an exciting and stimulating learning environment
- Participate in all staff meetings and in-service training
- Take part in the life of the school including attendance at some school functions
- To be responsible for the education and welfare of children in accordance with the requirements of Teachers Pay and Conditions document
- To have due regard to the requirements of the Foundation Stage/Key Stage 1 Curriculum, the school's aims, objectives and school policies
- To share in the corporate responsibility for the well-being and discipline of all pupils and to help children develop self discipline so that true teaching and learning take place
- To have due regard for Health and Safety at all times
- To keep abreast of current education thinking through effective CPD
- To participate in any arrangement within an agreed national framework for the appraisal of performance

Principal Accountabilities
◆ Order all necessary resources for the class from delegated budget
Secondary Accountabilities
◆

Signed ..... Teacher

Signed .....Headteacher