



www.dallingtonschool.co.uk

JOB DESCRIPTION

CLASS TEACHER

The purpose of your job description is to set out fairly and clearly the tasks, duties and responsibilities of the post you hold. It will help to reduce differences of understanding about what should and should not be expected of you. This can protect you during appraisal and inspection as well as assisting with everyday school management. It can help to prevent discrimination and the imposition of excessive or unreasonable workload demands.

1. **Name:**

2. **Job Title: CLASS TEACHER**

3. **Reports to (Name):** (Title):

4. **Purpose of the Job**

To teach a class of children to develop knowledge, skills, understanding and abilities, to the highest level, within a secure and challenging environment according to the aims and positive ethos of the school and the school policy documents, and to carry out such other associated duties as are reasonably assigned by the Headteacher.

5. **Code of Conduct**

In everything you do, whether you are registered or not, you will be expected to follow the code of conduct and practice for registered teachers produced by the General Teaching Council:



1. Put the wellbeing, development and progress of children and young people first.
2. Take responsibility for maintaining the quality of your teaching practice.
3. Help children and young people to become confident and successful learners.
4. Demonstrate respect for diversity and promote equality.
5. Strive to establish productive partnerships with parents and carers.
6. Work as a part of the whole school team.

6. Principle Responsibilities

The responsibilities outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

a) Planning and delivering the curriculum

- Plan teaching and activity programmes for pupils according to their educational needs on a weekly and termly basis in accordance with school policies and schemes of work and within the agreed demands of the curriculum.
- Plan differentiation within activities so that all pupils are able develop their full potential using a variety of media.
- Plan for the progression of pupil's learning within and between activities.
- Organise educational off-site visits and on-site visitors appropriate to ongoing work.
- Prepare appropriate teaching materials.

b) Pastoral Care and Communication with Parents and Carers

- Communicate clear expectations for behaviour and maintain good order in the classroom and around the school with due regard to the school's policy on behaviour and discipline.
- Set clear targets based on prior attainments for pupils' learning.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Monitor, assess and report to parents and carers on a regular basis on children's progress.
- Follow the school's child protection policies and procedures.

c) Classroom administration

- Mark class attendance registers accurately and in a timely fashion.
- Read and comply with all the policy documents.
- Organise the classroom environment including the use and storage of books, equipment and other teaching materials within the classroom.
- Good time-keeping to ensure that all the children are prepared and ready to start all lessons, especially those given by visiting specialists, at the right time and on the right day.

- Supervise the work of classroom Teaching Assistants including helping them to plan work, gather evidence and write observations. Perform regular appraisals.
- Supervise the work of Lunchtime Assistants and perform regular appraisals.
- Establish appropriate links with the local community including industry to prepare pupils for the opportunities, responsibilities and experiences of adult life and learning and support any current project work.

d) Play a part in the whole school team

- Take responsibility for one subject area of the curriculum, keeping up to date with developments, attending seminars as required and briefing teaching staff at staff meetings.
- Safeguard the health and safety of yourself and others in accordance with the school's Health and Safety Policy.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- Promote equal opportunities within the school and seek to ensure the implementation of the school's equal opportunities policy.
- Organise the induction of children, including a programme of visits for parents and children to the school.
- Undertake pastoral and administrative duties and general responsibilities as agreed with the Headteacher.
- Participate in the performance management system for the appraisal of your own performance, or that of other teachers.
- Help to maintain a tidy, organised and welcoming environment throughout the school.
- Help to maintain a clean and tidy classroom.

7. Other Duties and Responsibilities

- Cover a 'Lunch Duty' as part of a rota and as requested
- Cover 'Store Duty' and 'Staffroom Duty' on a rota basis

8. Qualities

- You should be highly motivated and flexible with effective communication skills and good interpersonal skills.
- You should have an excellent knowledge and experience of education and care for young children and an understanding of the benefit from developing the whole child through a broad and balanced curriculum.
- You should understand issues relating to the organisation, ordering and funding of classroom resources.
- You should have a positive attitude to change and the development of your own expertise.

- You should provide a good role model for pupils – punctual, well-prepared and organized.
- You should maintain a clear vision for high quality early education and care, as promoted in Every Child Matters, the Childcare Act 2006 and the EYFS.
- You should have a knowledge of the EYFS if you are a KS1 teacher.