

# Job Description for the Role of Class Teacher at St. Matthew's Primary School

Class teachers are bound by the responsibilities outlined in the School Teachers' Pay and Conditions Document, which is attached as an annex to this job description.

In accordance with the school's policies and under the direction of the headteacher, the responsibilities of the class teacher are to fulfil the role of a class teacher as outlined in the National Standards for Teachers, in particular to:

1. To promote the intellectual, physical, social and moral development of each pupil, to have overall pastoral care for the pupils in the class and provide guidance and counselling to pupils on educational and relevant social matters.
  2. To encourage children to strive for high standards in their work and behaviour.
  3. To foster and maintain good relationships within the classroom and in the school in general, that will encourage positive social awareness, responsibility and interaction.
  4. To plan, prepare, and review as necessary programmes of work for the children in the class, working within the unit structure to ensure that children in the unit have equal access to the curriculum, and to keep written planning documentation up to date.
  5. To teach the children following agreed teaching plans, and mark and respond to each child's work as appropriate.
  6. To maintain the classroom as a well ordered and attractive learning environment, with displays that enhance the quality of children's education, and to make efficient use of resources.
  7. To ensure the discipline and safety of children in the assigned class, and to encourage good discipline and safety at all times during the working day, and when engaged in authorised school activities elsewhere.
  8. To assess and record each child's attainment and progress in their learning and in their social development, and prepare reports on individual children as necessary.
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9. To prepare, implement and review Individual Education Plans for children with identified special educational needs, and to liaise with the Inclusion Coordinator, Special Needs Coordinator, Pupil Premium Lead, Senior Leaders and external agencies as appropriate.
  10. To participate in school development work, in agreed appraisal procedures, in-service training and professional development.
  11. To consult and liaise with parents and other members of staff, formally or informally, as appropriate.
  12. To undertake a share of supervision duties of children during the school day.
  13. To communicate, liaise and co-operate with external agencies and individuals.
  14. To participate in meetings at school which relate to the curriculum or the organisation or administration of the school
  15. To take whole school responsibility for the co-ordination of an area of teaching and learning)
  16. To supervise, and so far as is practicable, teach any pupils whose teacher is not available to them, should it not be possible to get a supply teacher.
  17. To participate in administrative and organisational tasks related to the responsibilities described, including registering attendance of pupils.
  18. To manage or supervise staff and other adults providing support in the classroom.
  19. To carry out other particular duties as may reasonably assigned by the headteacher.
  20. To contribute to the overall life and work of the school.
  21. To implement all school policies, including policies on diversity and equality and health and safety and child protection
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## ***Person Specification for the Role of Class Teacher at St. Matthew's Primary School***

1. A passion for teaching
  2. A sense of humour and an ability to make learning fun as well as challenging
  3. Excellent classroom practice which enables all learners to fulfil their potential, including children with special educational needs, the gifted and talented and those with English as an additional language
  4. An understanding of the importance of assessment, planning and team work in developing and delivering an exciting curriculum to the children of St. Matthew's Primary School
  5. A thorough knowledge of the national curriculum and a commitment to raising standards in all curriculum areas
  6. A recognition of the class teacher's role in developing the "whole" child, including their personal and social development
  7. A commitment to the development of the school and to their own professional development
  8. An ability to work in a team and form strong professional relationships with children, parents and colleagues
  9. A commitment to implementing the school's policies on equality and diversity and health and safety
  10. A commitment to safeguarding the well-being of all children in the school, including implementing the school's safeguarding and child protection policy and procedures and its health and safety policy
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