



Betty Layward Primary School

Job Description : Class Teacher

Post: Classteacher

Responsible to: Headteacher

Salary Scale: MPS

General Duties:

The education and welfare of a designated class in accordance with the requirements and conditions of the School Teachers' Pay and Conditions Document, having due regard to the requirements of the Curriculum/Early Years Foundation Stage Curriculum, the school's aims, schemes of work and policies. To share in the corporate responsibility for the well-being and discipline of all pupils.

Main Duties:

- To take responsibility for the welfare and safety of all the children in our care and specifically those in the teacher's own class.
- To be an effective teacher, with consistently high expectations, catering for the range of needs of all children in the class.
- To maintain good order, discipline and respect for others among pupils.
- To promote and implement the school's ethos and values.
- To ensure that equal opportunities are implemented in the classroom and throughout the school.
- To teach within the framework of the Curriculum, the Early Years Foundation Stage Curriculum and present school policies.
- To mark and assess pupils' work and to record their development, progress and attainment.
- To plan and prepare both long and short term work as a member of a team and to attend regular planning and staff meetings in accordance with the school's aims, objectives, curriculum guidelines and philosophy.
- To plan and resource a classroom environment which facilitates co-operative learning and enables children to maximise their full potential.
- To establish and maintain good relationships with colleagues, parents children and governors.
- To monitor children's progress, keep meaningful records and evaluate performance.
- To carry out assessment procedures in accordance with the requirements of the Curriculum (Foundation Stage or Key Stage 1 or Key Stage 2).
- To attend parents' meetings and be able to communicate with them on pupils' learning and progress.
- To manage the teaching assistant(s) within the class in line with the school's guidelines.
- To attend annual performance review meetings with the allocated line manager. To prepare for these meetings and act, with support as appropriate, on targets and outcomes.