



ROMAN ROAD PRIMARY SCHOOL JOB DESCRIPTION - CLASS TEACHER

Job Purpose

- To seek to ensure that pupils attain the highest possible standards in all aspects of school life
- To ensure a consistent approach to planning, teaching and assessment and to ensure that there is continuity and progression in pupils learning
- To deliver exciting, well thought out teaching sessions

Duties and Responsibilities

The class teacher will fulfil the national conditions of service as detailed in the current version of the Teacher's Pay and Conditions of Service document.

The following responsibilities will also apply:

Teaching and Classroom Management

1. Teaching

- To organise the classroom to provide an effective and stimulating teaching environment
- To plan for lessons on a weekly basis
- To organise the timetabled teaching day so that a broad and balanced curriculum is provided to all the children in the class
- To seek curriculum advice and support from colleagues as needed
- To differentiate activities to meet all children's needs
- To deliver the curriculum using a variety of teaching styles including ICT
- To encourage the children to become independent and autonomous learners
- To set a good role model to the children through careful preparation and time keeping
- To ensure that children's work is attractively displayed to support the ethos of the school

2. Assessment and Record Keeping

- To maintain continuity and progression in all areas of the curriculum by using the school's systems for teacher assessment
- To mark work and set targets for improvement
- To up-date class and individual record sheets
- To teach the process of self-assessment to encourage pupils to think about their own progress
- To report progress and achievement fairly and accurately, to parents and successive teachers

3. Resources

- To provide sufficient quality resources that are appropriate to the children's ability and interests
- To teach pupils to look after their resources, to return them and to know how to use them properly

Liaison

- To liaise with other teachers in school about planning and organisation
- To liaise with curriculum co-ordinators and provide advice and support in the post holder's own designated area, as part of a phase team
- To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life
- To establish a positive partnership with parents and carers to develop the school as a caring environment
- To establish links with the wider school community to enable children to learn from direct experience or local skills
- To support with the running and organisation of parents' information meetings

Pastoral Care

- To be directly responsible for the safety and welfare of members of the class and generally for all children within the school, during teaching times, at the beginning and end of each session and at playtime on a rota basis
- To follow the school's approach to managing behaviour
- To identify children causing concern and those with special or specific needs and to inform the Headteacher
- To liaise with the appropriate outside agencies about children with special needs or those causing concern
- To set a good example to the children in behaviour and attitude

Professional Development

- To take an active role in Continuing Professional Development to ensure that individual needs are identified and met
- To use skills and knowledge of the curriculum to support school initiatives and approaches

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.