

Black Firs School

Class Teacher Job Description

NAME:

POST HELD:

JOB PURPOSE: The education and welfare of a designated group of children, in accordance with the current School Appraisal, Pay and Conditions Document and having due regard to the School's Mission Statement, Visions, Values and aims.

KEY TASKS: To be accountable for and accept responsibility for the effective teaching and organisation of a class or groups of children as reasonably required by the Headteacher.

To deliver the minimum entitlement of a broad, balanced, relevant and differentiated School Curriculum.

To encourage a classroom atmosphere which is happy, positive, relaxed and purposeful and which reflects current curriculum themes.

To develop friendly and trusting relationships with children that will encourage them to take full advantage of learning opportunities provided and to maintain standards of discipline conducive to good work and behaviour within and outside the classroom.

To encourage high standards of presentation and writing by children in the care and layout of classroom environments & displays.

To adhere to agreed curriculum policy statements.

To plan work for the children according to the School's established pattern and policy

To design learning programmes for children from the schemes of work in use in the School.

To implement assessment and record keeping procedures in accordance with School policy and national requirements and ensure that assessment is incorporated into effective learning strategies.

To assess and evaluate children's progress. To record and gather evidence according to the agreed School policy. To provide information on children as required by the EFA, LA or DfE.

To be a curriculum co-ordinator in at least one area of the curriculum.

To assist in the development of strong links between School and home by meeting and co-operating with parents to the benefit of the child.

To maintain standards of conduct and dress befitting a member of the teaching profession. See code of conduct

To undertake personal development by reading and attending relevant courses.

CO-ORDINATOR'S ROLE:

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In consultation with the Head Teacher:-

1. Determine the aims and objectives of the subject area.
2. Devise & revise a Curriculum Policy.
3. Ensure that the Policy is understood.
4. Produce a scheme of work which ensures continuity and progression
5. Ensure that the agreed methods are put into practice and share expertise
6. Monitor the day-to-day running of policy and scheme of work.
7. Evaluate the curriculum area and draw up assessment procedures.
8. Support teachers in devising programmes for the extremes of the ability range.
9. Ensure that work is in harmony with overall aims of the School and with other subject areas.
10. Ensure that the Policy and SoW is annually reviewed.

11. Provide and organise resources, produce an audit of these resources and target priorities for development. Build up and evaluate new approaches.
12. Keep abreast of modern developments and evaluate new approaches.
13. Keep colleagues informed of professional developments by sharing information.
14. Liaise with other schools and agencies.
15. Promote parental interest and understanding.
16. Undertake such other duties as may be required by the Headteacher.

Optional Responsibilities:

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The Post-holder is accountable to the Headteacher and Governors.

This job description is subject to re-negotiation at the instigation of the teacher or Headteacher and is not exclusive of the full range of professional duties. It may be amended at any time after consultation with the teacher. The Job Description may be reviewed at the end of each academic year or earlier if necessary.

Signed.....

Date.....

Headteacher.....

