Class Teacher Job Description

JOB DESCRIPTION FOR A CLASS TEACHER

WHOLE SCHOOL RESPONSIBILITIES

- Adhere to all safeguarding legislation, statutory guidance and School safeguarding policies, reporting all concerns to a Designated Safeguarding Lead;
- Adhere to all school policies and statutory guidance relevant to the role including but not limited to health, safety, confidentiality and data protection, reporting all concerns to the appropriate person;
- Promote a calm and orderly learning and working environment conducive to staff and pupil wellbeing
- Maintain the positive ethos and Core Values of the School, both inside and outside the classroom
- Act as a role model for all children
- Establish and maintain good working relationships with colleagues, working as part of a team in all aspects of school development.

PURPOSE OF THE ROLE

- Provide an environment that challenges children, supports their learning and values their achievements;
- Create an interesting and attractive classroom with a wide variety of accessible resources, as outlined in the school's Teaching and Learning and other policies;
- Encourage children to work independently and to share responsibility for the resources within the classroom;
- Teach classes of pupils and ensure that planning, preparation, recording assessment and reporting meet their varying learning and social needs;
- Celebrate children's work through ensuring that there are interesting, interactive displays, in the classroom and other areas;
- Lead, organise and direct support staff within the classroom.

TEACHING AND LEARNING

- Ensure that children understand the relevance and purpose of their learning, and know what they are expected to achieve;
- Use a variety of teaching methods appropriately;
- Provide opportunities for children to work individually and collaboratively in a variety of groupings, and as a whole class;
- Identify and give support to children with special educational needs and write Individual Education Plans where appropriate;
- Provide opportunities for children to develop responsibility for their own learning as outlined in the school's Teaching and Learning policy
- Plan class visits to support children's learning.

PLANNING

- Produce medium and short term plans that fulfil the requirements of the school and the National Curriculum;
- Ensure that planning is appropriate to the different needs, abilities and developmental stage of each child;
- Plan for stimulating and effective learning by providing a variety of experiences and opportunities;

ASSESSMENT AND EVALUATION

- Assess and record children's learning in line with the school's policy;
- Mark children's work and give verbal and/or written feedback that enables the child to make progress;
- Reflect on own classroom practice;
- Provide verbal and/or written reports on individual children to parents / carers as required by the and national policies;

RELATIONSHIPS WITHIN THE SCHOOL COMMUNITY

- Make provision for the children's safety and welfare whilst in our care;
- Foster positive relationships with the children;
- Set an example by valuing and respecting everyone, regardless of gender, race, culture or religion, and expect children to do the same;
- Encourage children to adhere to the school's policy on behaviour and Code of Conduct, and expect them to take responsibility for their own behaviour;
- Liaise with outside agencies, parents and others regarding the needs of the children;
- Work in collaboration with colleagues;
- Foster and promote a positive working atmosphere;

PROFESSIONAL DEVELOPMENT

- Attend and participate in staff and whole school development and training;
- Keep updated on current educational issues, legislation and developments relevant to the role;
- Participate in any relevant staff meetings;
- Be committed to your own career and professional development including coaching;
- Share ideas and be open to giving and receiving advice;
- Effectively manage and support other adults in the classroom;
- Evaluate own professional development, including participating in the process for performance management.

Green Statement

This will involve:

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision

Data Protection

This will involve:

- Being aware of the School's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the School's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

This will involve:

- The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

OTHER

- Undertake any other reasonable duties as directed by the Headteacher or Deputy Head.