

# King Athelstan Primary School

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Headteacher: Emily Newton

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## JOB DESCRIPTION - CLASS TEACHER

**TITLE OF POST** CLASS TEACHER

**SALARY** MAIN SCALE

**RESPONSIBLE TO** SENIOR LEADERSHIP TEAM & HEADTEACHER

**EMPLOYMENT DUTIES** This job description is to be performed within the duties set out in the School Teachers' Pay and Conditions document and having due regard to the school's aims, ethos, policies and schemes of work. The performance of these duties is under the reasonable direction of the Headteacher and will be subject to specified monitoring and evaluation procedures.

**JOB PURPOSE** The post holder undertakes the planning, preparation, teaching, assessment and pastoral care of the pupils in a class as well as administrative duties in respect of the pupils and other general responsibilities in the school as agreed with the Headteacher.

- MAIN RESPONSIBILITIES**
1. To work under the direction of the Leadership Team and the Headteacher to provide a happy, caring and secure learning environment for all children in the school.
  2. To continually strive for high standards of work, behaviour, attendance and punctuality from all pupils. To enable pupils to develop and maintain a high standard of self-discipline and to contribute to the overall standard of good behaviour expected by all pupils throughout the school.
  3. To plan and prepare exciting and purposeful learning activities, in collaboration with colleagues and coordinators, to ensure that all pupils have access to a broad, balanced, relevant and stimulating curriculum in accordance with the school, LA and National requirements or guidelines.



4. To ensure children have access to a wide range of learning opportunities both in and out of school, drawing on the talents and expertise of a diverse range of organisations and professionals.
5. To carry out and provide assessments and records of pupils' academic and social development in accordance with school policies and LA or National requirements based on the assessment for learning principles.
6. To ensure all pupils make expected or better than expected progress and achieve high standards in all curriculum areas through target setting and personalised learning opportunities.
7. To ensure that specific support and agreed strategies are provided for targeted pupils (for example pupils with SEN or EAL), to monitor their progress and to liaise with the Headteacher, Inclusion Manager, SLT and other agencies as appropriate.
8. To be responsible for creating an attractive, motivating and informative learning environment in the classroom and designated areas around the school. To contribute to display for whole school projects, and the organisation of resource areas.
9. To encourage parent/carer involvement and co-operation in school, to attend parent meetings and to contribute to school functions and events where possible, developing strong and lasting relationships.
10. To undertake duties, supervision etc. in accordance with the school's organisation.
11. To participate in regular staff meetings, discussions and management systems to ensure the co-ordination and development of the work of the school as a whole.
12. To take responsibility as a curriculum leader, monitoring and evaluating an agreed area of the curriculum in accordance with the school's guidelines for curriculum leaders.
13. To regularly review own work and practice and participate in continuing professional development activities, including the annual performance management cycle.

**MAIN  
RESPONSIBILITIES  
continued**

14. To have due regard to health and safety at all times, to report any safety concerns to the Health & Safety Coordinator and to carry out risk assessments when necessary to ensure the safety and well-being of all members of the school community.
15. To act in a professional manner at all times and maintain confidentiality of information.
16. To carry out any other duties as the Headteacher may reasonably direct.

## **REVIEW**

This job description is subject to annual review and may be amended by the Headteacher in discussion with the post holder in the light of changes to King Athelstan Primary School or to provide appropriate development opportunities or the addition of any other duties.

This job description was last reviewed May 2019