



HOTSPUR PRIMARY SCHOOL

CLASS TEACHER - JOB DESCRIPTION

POST TITLE:	Class Teacher
GRADE:	MPG/UPS
RESPONSIBLE TO:	Head Teacher and Governors of Hotspur Primary School through a Phase Team Leader (Assistant Headteacher)
JOB PURPOSE:	To carry out the duties of a Class Teacher in accordance with the provisions of the current School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.
MAIN DUTIES:	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Class Teacher: Particular responsibilities

- To have the highest expectations of all children at Hotspur.
- To plan and conduct lessons/learning activities for the whole class, groups and for individual children, setting and maintaining high standards using differentiation to challenge all pupils.
- To carry out and use the available marking, assessment and record keeping systems in school and, with specific reference to value added data, progress children's development and attainment by setting and reviewing challenging targets.
- To participate proactively in Pupil Progress Meetings.
- To contribute to and implement IEPs for children with SEN and targets for gifted and talented children.
- To report to parents and carers informally, at consultations and through annual reports and, as appropriate, to colleagues and other agencies on the progress of children in designated class.
- To jointly plan and evaluate as a member of appropriate teams, attending and contributing to liaison meetings with colleagues ensuring that whole school issues of continuity and progression are tackled.
- To participate in school self-evaluation, improvement planning, reviewing and evaluating.
- To follow school procedures, policies and routines and implement intervention strategies and other programmes appropriately.
- To participate in initiatives to make the curriculum stimulating and memorable whilst retaining sharply focused learning objectives.
- To keep up to date with the ideas and developments in teaching and learning using professional judgement and discussion to adopt and adapt appropriately for the school context.
- To ensure that the internal environment of the school is maintained in a vibrant way that promotes and stimulates learning.

- To participate in the performance management process within the school.
- To contribute to the promotion and maintenance of good behaviour through positive reward schemes and adhering to the high expectations of the school behaviour policy within the classroom and throughout the school.
- To promote equal opportunities and to contribute to the continuing development of anti-discriminatory policies and procedures.
- To ensure the implementation of health and safety regulations and guidelines.

To be a member of a Learning Team this will include:

- To share responsibility for leading colleagues in the development of a group of subjects in accordance with the aims of the school and the requirements of the National Curriculum.
- To plan for the development of colleagues' skills and knowledge in teaching the subjects through, where appropriate, discussion, observation and planning and delivering in-service training.
- To monitor and evaluate schemes of work, individual planning, policies and assessment procedures and their impact on teaching, learning and standards of attainment.
- To contribute to the school's aim of offering children a stimulating and memorable curriculum by considering appropriate cross-curricular links, blocking of curriculum time and other initiatives to enhance learning.
- To audit, order, deploy and store the subjects' resources throughout the school which will include monitoring any appropriate budgets.
- To keep abreast of local and national developments in the subjects and organise the participation of children throughout the school in any appropriate initiatives.
- To assist the Head Teacher in preparing information for the Governing Body.