

# 

# Job Description

**Post: Class Teacher, Full Time, Fixed Term for 1 year in EYFS  
Suitable for ECT EYFS**

**Accountable to: Head of School / SLT**

The details set out below describe the main duties and responsibilities relating to the post of class teacher.

The Job Description should be read alongside the range of professional duties of teachers as set out in the Teachers’ Pay and Conditions Document.

### MAIN RESPONSIBILITITES

* To teach children within the Primary school age range in the role of a class teacher.
* To work within the curriculum policies of the school, with due regard to the requirements of the National Curriculum and other statutory and non-statutory requirements.
* To be responsible to the Head of School/SLT through the school leadership team.
* To maintain good classroom practice including the control and use of teaching materials /resources / books relating to class and/or curriculum responsibilities.
* To be responsible with other staff, for the pastoral care, discipline and guidance of pupils. To set and achieve the highest possible standards for each child.
* To plan and monitor children’s work.
* To record, monitor and track pupil’s achievements – to maintain satisfactory records in accordance with National Curriculum Requirements.
* To identify, along with other staff, children with additional needs such as SEN or Gifted and Talented and to inform the SENDCO. To plan an appropriate, differentiated curriculum with support and advice from the relevant coordinator.
* To report to parents as required and to consult with parents regarding the educational needs and progress of their children.
* To supervise the work of support staff as required and to supervise  
  students.
* To participate in Performance Management or any School Improvement arrangements with regard to local and national guidelines /requirements.
* To lead Class assemblies on agreed occasions and to participate in other assemblies as and when required.
* To contribute to and attend Open Evenings, Parents Consultation Evenings and meetings organised for giving information to Parents / Governors and for reporting to parents.
* To have responsibility for the leadership and oversight of that area of the school budget allocated to you as a Class Teacher.
* Any other duties as directed by the Head of School/SLT
* Responsibility for the learning environment in areas of the school as designated by the Head of School/SLT. This will include contributing to displays on agreed themes.
* To attend staff meetings / planning sessions and INSET.
* To contribute to discussions as a member of the school team.
* To supervise children at playtimes.
* Any other duties as directed by the Head of School/SLT.