



HEXHAM PRIORY SCHOOL

JOB DESCRIPTION – CLASS TEACHER

1. You are required to carry out the duties of a school teacher as set out in the current edition of the School Teachers' Pay and Conditions Document
2. You are required to show commitment to and be responsible for your own Professional Learning and Continued Professional Development, in addition to contributing to the Continued Professional Development of others.

JOB PURPOSE: To have responsibility for a class in order to promote effective teaching and learning. Teachers may be expected to teach in any class over their career at the School dependent on the needs of the School and their own skills.

Responsibilities as a Class Teacher

- a) To fully support the vision, ethos and policies of the school.
- b) General classroom organisation, including managing the class team and issuing detailed plans of work.
- c) Liaising with the class team including through weekly Team Meetings.
- d) Producing Individual Education Plans for each pupil in your class in line with school policy.
- e) Delivering an appropriate curriculum to a high standard to each pupil in your care.
- f) Treating pupils with dignity at all times and developing relationships grounded in mutual respect
- g) Managing classroom resources to ensure an appropriate learning environment.
- h) Maintaining accurate records of pupil attainment and achievement in line with the school assessment procedures
- i) Assisting in maintaining good standards of pupil behaviour
- j) Monitoring, evaluating and resetting targets for pupils on a regular basis.
- k) Writing an annual report on each pupil in your care.
- l) Attending meetings relevant to individual pupils within the class.
- m) Liaising with other schools and agencies and promoting a multi-agency approach to the education of pupils within the class group.
- n) Working to the aims of the school as outlined in the School Development Plan.
- o) Regularly liaising with parents and involving them in their child's education.
- p) Maintaining on-going records for each pupil in line with school policy.
- q) Attending staff meetings, Parents' Evenings and extra curricular activities as directed by the Head Teacher.
- r) Attending curriculum development meetings within school to ensure the progression and continuity of all pupils' learning.
- s) Undertaking other duties and responsibilities as required, commensurate with the grade of the post.

This job description may be reviewed or revised at any time after consultation between the teacher and the Head Teacher.