



## **Job Description - Class Teacher**

### **Main Responsibilities:**

#### **Teaching and Learning**

- Teach pupils according to their individual needs, using the curriculum and schemes of work adopted by the school.
- Recognise diverse learning styles and use a range of effective teaching strategies to secure understanding for all learners.
- Set clear and ambitious targets for pupil progress, ensuring good or better outcomes for every child.
- Assess pupils' work regularly and provide high-quality feedback in line with school assessment policy.
- Maintain accurate and up-to-date records of pupils' achievements in accordance with statutory and school requirements.
- Plan a balanced, progressive, and appropriately challenging curriculum accessible to all pupils, including those with SEND.
- Provide planning documentation to colleagues responsible for monitoring as required.
- Foster positive relationships among pupils and promote a respectful, inclusive classroom climate.
- Use displays and learning materials effectively to promote high standards and celebrate achievement.
- Work collaboratively with the Class Teaching Assistant and other professionals to develop and deliver appropriate support programmes (including IEPs/EHCP-linked provision) for pupils requiring additional support.

#### **Classroom Management and Organisation**

- Maintain good order, behaviour, and discipline in accordance with school policy, ensuring the safety and welfare of pupils at all times.
- Direct and support classroom assistants effectively, sharing information clearly and appropriately.
- Ensure the classroom environment is well-organised, tidy, and conducive to learning, with accessible resources for pupils.
- Provide materials and equipment that are well maintained, suitable for tasks, and used respectfully by pupils.

#### **Communications**

- Share professional and curriculum information with colleagues as needed and contribute constructively in meetings.
- Communicate effectively with parents, carers, and external agencies, maintaining professionalism at all times.
- Maintain positive working relationships with all colleagues.
- Provide relevant organisational information to pupils, parents, and staff to support the smooth running of the school and school events.
- Collaborate with other professionals and external agencies working with the school and/or individual pupils.
- Provide clear information on pupil performance to pupils, parents, and colleagues.

- Handle professional matters and sensitive issues with diplomacy and discretion.
- Maintain confidentiality in accordance with statutory and school requirements.

### **Professional Disciplines and Development**

- Take responsibility for personal professional development, engaging with colleagues, training opportunities, and statutory CPD including INSET days.
- Participate fully in the school's Performance Management process and undertake any professional training identified.
- Contribute to school improvement by engaging with the School Development Plan and relevant local or national priorities.
- Know and follow the school's Teacher Handbook and all professional guidance applicable to teaching staff.

### **Management**

- Undertake the responsibilities of a Curriculum Coordinator for assigned subject(s) as determined by the Senior Leadership Team (SLT).
- Make a positive contribution to whole-school and team initiatives.
- Ensure all school policies are implemented and upheld.
- Support and uphold the aims and values of the school and NMS.
- Protect and promote the good reputation of the school.
- Undertake duties reasonably requested by the Head.
- Carry out duties as required by the duty rota or as directed by the SLT.
- Lead assemblies as part of the staff rota when required.
- Provide cover for absent colleagues in line with school policy.
- Take responsibility for an allocated area of the curriculum.
- Organise educational visits, visiting speakers, and workshops to enhance pupils' learning.
- Participate in or lead residential visits (Years 5 and 6).
- Support and take part in school events.
- Provide information and support to independent inspectors as required.

### **Supporting Child Protection**

- Take personal responsibility for ensuring a safe environment for pupils at all times.
- Maintain the highest professional standards and model appropriate behaviour.
- Actively implement, promote, and uphold the school's Safeguarding and Child Protection Policy.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL.
- Undertake statutory Safeguarding and Child Protection training regularly, including Prevent Duty training, as directed.