

**Forty Hill CE Primary School**  
**Job Description**  
**Class Teacher MPS (Outer London)**



**Responsible to: Headteacher and the Governing Body of the School**

**Main Activities and Responsibilities**

The Postholder will support the Christian ethos of the school and take responsibility for a class of children in accordance with the duties listed below.

**Duties**

To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. In addition, certain particular duties are reasonably required to be exercised, and completed. It is a contractual duty of the Postholder to ensure that his/her professional duties are discharged effectively and that the Teacher's Standards are met.

- The Postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks
- The Postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement
- The Postholder will be responsible for the supervision of the work of support staff
- The Postholder will undertake the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This job description may be reviewed as necessary in consultation with you.

**The Class Teacher will:**

- implement agreed school policies and guidelines and ensure that equal opportunities are implemented in the classroom and throughout the school
- support initiatives decided by the Leadership team
- plan effectively to meet the needs of all pupils, ensuring teaching methods build on prior learning and has clearly identified learning objectives and success criteria
- ensure that learning is differentiated to both challenge and support learners to make progress
- be able to set clear targets, based on prior attainment, for pupils' learning
- provide consistently good conditions for learning where resources are well organised and accessible
- ensure learners receive well-focused diagnostic comments which check their understanding and help them to see how to improve
- make effective use of ICT to enhance learning and teaching
- track pupils' attainment to ensure they make at least good progress
- promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy

- participate in meetings which relate to the school's management, curriculum, administration or organisation
- communicate and co-operate with specialists from outside agencies
- ensure planning identifies the role of other adults and that they are directed effectively and support learning
- participate in the performance management system for the appraisal of their own performance, or that of other teachers
- contribute to the whole school ethos by taking a leading role in displays throughout the school environment
- ensure you work in partnership with parents and keep them informed of their child's progress and attainment
- take responsibility for ensuring the children's wellbeing is paramount
- be fully informed and up to date with educational thought and practice
- to provide and contribute to oral and written reports and assessments
- to actively support the distinctive Christian character of our school
- account for the efficiency and effectiveness of their teaching to the Governors and others, including parents and staff.