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**Job Description**

**Class Teacher (KS2)**

**Post Title:** Class Teacher

**Responsible to:** The Principal

**Job Purpose**

To carry out professional duties and to have responsibility for an assigned class. To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities. To promote the aims and objectives of the school and maintain its philosophy of education

**Generic duties and responsibilities:**

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

To work within the framework of national legislation, in accordance with the provisions of the School Teachers’ Pay and Conditions Document and with the Enquire Learning Trust agreed conditions of employment. The duties & responsibilities common to all classroom teachers.

In addition the post is subjection to compliance with: School and Enquire Learning Trust policies & guidelines; National Standards for Qualified Teachers; SEN Code of Practice.

You are requested to carry out duties of a schoolteacher as set out in the relevant paragraphs of the latest schoolteacher’s Pay and Conditions Document.

The post requires you to teach pupils in the primary age range.

The postholder will take full responsibility for a class of children.

**Key Accountabilities**

* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
* To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* To maintain good order and discipline among the pupils, safeguarding their health and safety.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
* To prepare appropriate records for the transfer of pupils.
* To ensure effective use of support staff within the classroom, including parent helpers.
* To participate in staff meetings as required.
* Contribute to the development and co-ordination of a particular area of the curriculum.
* To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
* To ensure that school policies are reflected in daily practice.
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate eg. Educational Psychologist.
* To continue professional development, maintaining a portfolio of training undertaken.
* To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
* To support the Principal in promoting the ethos of the school.
* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.