# Park Hill Primary School
## CLASS TEACHER
### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title</th>
<th>Class Teacher KS1 / KS2</th>
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<tbody>
<tr>
<td>Salary grade</td>
<td>TMS</td>
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</table>
| Responsible to      | The class teacher is responsible to:  
  - the Headteacher in all matters and the designated person in the Headteacher’s absence;  
  - the school leadership/senior management team in respect of curriculum and pastoral matters. |

All members of the teaching staff are required to carry out the duties of a school teacher as set out in the current DFE ‘School Teacher’s Pay and Conditions’ document (DFE 00537-2104) and the ‘Teacher’s Standards’ (2014).

> ‘Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical: forge positive professional relationships: and work with parents in the best interests of their pupils’  
> (Teachers Standards 2014)

| Job purpose               | The class teacher will:  
  - teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;  
  - implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate;  
  - monitor and support the overall progress and development of pupils;  
  - contribute to raising standards of pupil attainment;  
  - share and support the school’s responsibility to provide and monitor opportunities for personal growth and enjoyment;  
  - maintain the positive ethos and core values of the school, both inside and outside the classroom;  
  - contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors. |

| Duties and responsibilities | The class teacher will:  
  - implement agreed school policies and guidelines;  
  - support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation;  
  - plan appropriately to meet the needs of all pupils, through differentiation of tasks;  
  - be able to set clear targets, based on prior attainment, for pupils’ learning; |
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning;
- report to the headteacher, senior management and parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; maintain the school’s ethos when talking to children and dealing with issues.
- take part in and contribute to meetings; cooperate with and, where appropriate, advise the headteacher and other colleagues in the review, development and management of a subject in the school;
- plan for, organise and direct the work of support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants where necessary;
- communicate and co-operate with specialists from outside agencies;

### Subject Leader duties and responsibilities

- Assist in the development of appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in the agreed subject areas preparing a subject action plan to aid school improvement;
- monitor and assist in the evaluation of the delivery of the agreed curriculum areas across the school and keep appropriate records of monitoring activities;
- keep up to date in the agreed subject areas through research, CPD etc in order to develop own expertise and that of others;
- act as a consultant to other staff, including the headteacher;
- produce, in consultation with colleagues, written subject policies and guidance and lead staff in the discussion of subject policy and guidance;
- oversee the effective deployment of curriculum resources and equipment in the agreed curriculum areas;
- ensure 'Best Value' in the procurement of resources in the agreed curriculum areas;
- ensure legal compliance with statutory curriculum guidance;
- coach colleagues to ensure good practice in the agreed curriculum areas;
- Engage fully with colleagues from other schools in the Network 10 school to school support systems and practices;
- Create and maintain positive relationships with staff, parents and Governors.