**MEDINA PRIMARY SCHOOL  
JOB DESCRIPTION – CLASS TEACHER**

**Core Purpose**

* To carry out the professional duties of a teacher as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher
* Teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
* 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.

**Main Duties as a Class Teacher**

* Implement agreed school policies and guidelines
* Support initiatives decided by the Headteacher and staff
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks
* Be able to set clear targets, based on prior attainment, for pupil’s 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 into weekly and termly planning
* Report to parents on the development, progress and attainment of pupils
* Maintain good order and discipline amongst all pupils, in accordance with the school’s behaviour policy
* Take part in and contribute to meetings that relate to teaching/curriculum; cooperate with and, where appropriate, advise the Headteacher and other colleagues in the review, preparation and development of subjects within the school
* Communicate and cooperate with specialists from outside agencies
* Plan for, organise and direct the work of support staff within the classroom
* Participate in the performance management system for the appraisal of own performance.

**Post-threshold expectations**

* Provide a role-model for teaching and learning
* Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.

**Curriculum Development**

* Have lead responsibility for a subject or aspect of the school’s work and develop plans with identify clear targets and success criteria for its development and/or maintenance
* Contribute to the whole school’s planning activities.

This job description sets out the main duties of a teacher. Additionally teachers should have a working knowledge of the national requirements for all teachers and comply with these, for example:

* The national conditions of employment for schoolteachers as set out in the current copy of the School Teachers’ Pay and Conditions Document
* The national standards for Qualified Teacher Status

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.