



## **Junior School Class Teacher**

### **JOB DESCRIPTION:**

The duties and responsibilities of a Junior School Class Teacher are to plan and teach an appropriately broad, balanced, relevant and differentiated curriculum in line with the school's policies in order to provide children with an opportunity to develop and improve their academic ability and ultimately achieve their individual potential. The Junior School Class Teacher is responsible to the Head of Junior School, Senior Leadership Team (SLT) and ultimately the Head

#### **Attitudes**

- Promote excellence in the educational programme.
- Promote good practice by example which reflects the school's ethos and vision.
- Display enthusiasm, understanding, and commitment to ensure the children's experiences are positive and underpin their educational lives.
- Support new initiatives introduced by the SLT/SMT.
- Foster good relationships with children, staff, parents and visitors.

#### **Teaching and Learning**

- Prepare and teach stimulating and engaging lessons of a high standard and according to pupils' needs.
- Provide structured learning opportunities which develop the areas of learning identified in national, local and school policies, and particularly the foundations for English and Maths.
- Select appropriate learning resources and develop study skills through use of the Library, ICT and other sources.
- Review, monitor and evaluate own practice, ensuring that teaching is academically rigorous, innovative and creative and provide feedback to the Head of Junior School.
- Assess and record children's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which each child is achieving.
- Mark and monitor children's work regularly and set targets for progress.
- As required, take responsibility for a Class/Form Teacher.

#### **Administration**

- In collaboration with the Head of Junior School, develop plans which identify clear targets and success criteria for its development and/or maintenance.
- Follow all codes of practice in relation to the school's Behaviour and Discipline Policy and pastoral care ethos.



- Ensure the well-being of all children by following health and safety regulations including the reporting of accidents.
- Prepare school reports and reports for external agencies as requested by the Head or SLT/SMT.
- Keep informed of current developments within the curriculum
- Attend and contribute purposefully to the life of the school through effective participation in morning briefings, staff meetings, and departmental meetings and through the use of management systems necessary to coordinate the management of the school.

*Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.*