

‘Love one another’

**Charlton House Independent School**

**Class Teacher – Job Description**

**Job Title:** Class Teacher

**Reporting to:** The Headteacher

**Salary Scale:** Main scale

**Job Summary:** Class Teaching

**Job Content Main Duties**

* To prepare fully for and undertake the teaching of children across the ability range in the school
* To produce schemes of work, as required, to meet the needs of the class
* To keep full records of attendance and progress of all pupils taught, including formative and summative assessment and individual pupil targets
* To ensure individual needs are met through appropriate use of differentiation
* To contribute towards the production, upkeep and updating of curriculum resources
* To ensure appropriate course materials are available for pupils
* To take responsibility for classroom and designated corridor displays

**Liaison (in and out of school)**

* To write reports and to discuss pupils with their parents
* To liaise with other members of the school staff and keep informed of major changes in the national curriculum
* To liaise with fellow class teachers in relation to academic and pastoral matters
* To liaise with Teaching Assistants to ensure that each individual pupils’ needs are fully met
* To support and liaise with specialist teachers as required
* To attend staff meetings and other meetings as required
* To attend INSET meetings, courses and conferences as required
* To liaise with class teachers to ensure a smooth transition between classes

**Pastoral**

* To display commitment to the protection and safeguarding of children and young people
* To uphold the ethos of Charlton House Independent School
* To act as class teacher to a group of pupils with a range of abilities and needs
* To provide leadership, pastoral care and maintain discipline, particularly in relation to the class
* To liaise with the Headteacher as appropriate on pastoral matters

**Other Responsibilities**

* To review performance annually in discussion with the Headteacher
* To work as part of a team
* To participate in the Charlton House Independent School’s extracurricular programme
* To ensure all equipment is in a safe condition, complying with health and safety regulations and ready for use by the pupils
* To ensure all risk assessments are completed
* To attend/contribute to school working parties/review bodies
* To undertake lunchtime, break time and other duties as required
* To adhere to school procedures outlined in the Staff Handbook and Policy documentation
* To contribute to the school’s appraisal process
* To support and contribute to the school’s spiritual activities
* And any other duties as deemed appropriate by the Headmaster