

Job Description	
Post Title:	CLASS TEACHER
Responsible to:	Headteacher
Post Holder:	
Main Purpose of Job	
<ul style="list-style-type: none"> • 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 Christian Ethos. 	
Main Accountabilities	
<p>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.</p> <ul style="list-style-type: none"> • 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 assume leadership of a subject alongside all other teachers. • To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress. • 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 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 Headteacher in promoting the ethos of the school. • To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. 	

- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

Other

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- At all times operating within the school's equal opportunities and safeguarding framework.
- Carry out any other duties as directed by the Headteacher.
- To exemplify the ethos of the school through professional and personal behaviours.

Health & Safety

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in matters relating to health and safety. 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.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Hazlemere CofE School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and GDPR 2018.

Safeguarding Children

In accordance with the school's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" (Sept 2019) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You are required to have satisfactory Enhanced DBS clearance.