The Role of Class Teacher

A Class Teacher has the responsibility for the education and welfare of children and for communication with Parents and all members of the School community.

Specific responsibilities:

Curriculum
- Provide a balanced curriculum following National Curriculum guidelines appropriately
- Plan effectively using detailed lesson plans (when appropriate), weekly plans, medium-term plans, long-term plans
- Use differentiation to match individual needs
- Arrange educational visits to enrich learning
- Set homework which is varied and interesting with clear instructions for children

Assessment
- Assess children regularly both formally and informally
- Keep a record of assessment throughout the year
- Ensure that appropriate results are included in the school’s data using pupil tracker on SIMS
- Use assessment results to plan appropriate learning programmes
- Follow the guidelines for GL assessments
- Keep up to date learning journeys for all children
- Discuss specific learning needs and creative ways of teaching with the SENCO

Classroom
- Create a stimulating learning environment, with interactive displays of a high standard which are changed every half term
- Plan the room to make appropriate resources accessible
- Ensure that the classroom is tidy and encourage pupils to take care of all resources
Children

- Provide effective pastoral care, meeting individual needs
- Establish clear guidelines for behaviour
- Maintain good discipline, through positive strategies
- Inform the Deputy Head Teacher or Head Teacher of any matters of concern regarding the well being and happiness of children
- Inform the Head or Deputy Head Teacher immediately of any incidents that could lead to bullying
- Understand the school’s Safeguarding Policy fully and report any concerns to the Head or Deputy Head Teacher
- Keep a register of attendance

Parents

- Provide termly topic letters
- Establish good relations with Parents being available to meet before or after School when necessary
- Produce written reports twice a year
- Discuss progress of children and involvement in School life, in detail, during Parents’ Conferences

Staff and Professional Development

- Attend regular Curriculum Meetings
- Attend whole school Staff Meetings
- Keep up to date with new educational initiatives
- Take part in the Staff Appraisal and Professional Development Programme
- Attend training courses

School Community

- Follow the School’s guidelines for Health & Safety
- Adhere to School policies related to curriculum and general matters
- Organise an extra curricular activity
- Support and encourage children in their activities beyond the classroom