

CLASS TEACHER

Line manager: Key Stage Co-ordinator

The Class Teacher is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture that is happy, purposeful and productive
- support and motivate pupils, teachers and other school employees
- encourage consultation and discussion.

Class Teachers are responsible for the academic progress and the general welfare and happiness of the pupils in their class. They are responsible for helping support colleagues within Primary and for participating fully in the work of Primary. They are also responsible for co-ordinating the work of teaching assistants within their class. Furthermore, they should help promote a working atmosphere that encourages cooperation and values the contribution that individuals make to the work of Primary.

1. General Responsibilities

The Class Teacher will promote the School's aims

- support the priorities established in the Primary Development Plan
- contribute to the formulation of the Primary Development Plan
- take an active interest in the life of the School
- attend parents' meetings, Key Stage meetings, curriculum meetings, working party meetings and staff meetings, as and when required
- ensure that school policies are carried out consistently
- have responsibility for the welfare and progress of pupils in her class
- act as a focal point for information about pupils in her class
- support Subject Teachers who have concerns about particular pupils
- keep all teachers informed about developments with pupils and agree to appropriate sanctions being taken
- inform relevant staff about problems and action taken regarding specific pupils
- review pastoral policies annually and recommend changes after discussion within the Key Stage
- work as a team to promote school aims
- organise homework for absent pupils
- provide accurate information to the Key Stage Co-ordinator, the Head of Primary, and the Headmistress, as required
- carry out a share of supervisory duties in accordance with published schedules

2. Responsibilities in the Classroom

The Class Teacher will:

- teach and manage her classroom in line with the Teaching and Learning Policy
- liaise with the Key Stage Co-ordinator
- liaise with the Key Stage Co-ordinator and the Learning Support Co-ordinator when she has identified a pupil who might require learning support
- establish a good standard of discipline by implementing the Behaviour Policy
- set and mark homework according to the Homework Policy

- mark pupils' work, drawing attention to good work as well as work which needs to be corrected
- use the Reward System to recognise effort and achievement.

3. Pastoral Responsibilities

The Class Teacher will:

- be responsible for the social welfare of pupils in her class
- make pupils aware of the School's aims
- make pupils aware of the Reward System
- ensure all pupils know what the Behaviour Policy is, and the consequences for unsuitable behaviour, not wearing the correct school uniform, not handing in homework on time and poor punctuality
- provide emotional support and stability for the pupils in her class
- build and develop personal relationships with individual members of the group
- foster positive group relationships with individual members of the group
- insist on high standards of politeness to all members of the school community
- be alert for friendship problems and identify pupils who appear unhappy or do not participate
- discuss problems with individuals, e.g., over homework or punctuality
- check on pupils who are slightly disorganised and help them prepare for lessons.
- ask the Key Stage Co-ordinator or Head of Primary for help, if necessary
- help pupils identify their own problems and establish realistic targets to help them improve
- discuss class tests with individual pupils
- ask subject teachers if they have concerns about pupils in her class on a regular basis
- liaise and discuss any apparent health problems with Matron
- liaise with all Primary teachers about pupils who are having academic or other problems
- keep the Key Stage Co-ordinator informed about problems pupils are having and action taken to improve the problem
- be in the classroom punctually and insist that pupils are also on time
- escort pupils around the School as and when necessary
- encourage pupils to take pride in their classroom and make sure that it is left tidy
- check pupils' drawers from time to time, in their presence, to make sure they are neat and tidy
- take part in group activities such as educational visits, Book Week, etc.

4. Administrative Responsibilities

The Class Teacher will:

- read the noticeboard and keep up to date on published information, e.g., letters home, advance warning of events, etc.
- read the Primary Development Plan regularly
- keep her copy of the Staff Handbook up to date
- keep to published deadlines
- write reports according to the published guidelines and deadlines
- take the register daily, record absences and lateness and return the register to Matron
- make sure pupils provide a note from parents, or have phoned Matron, about absences from school
- pass on letters from parents, explaining a pupils' absence, to Matron
- collect reply slips from letters sent home and follow up late returns
- follow up reasons for persistent lateness and absence, and inform the Key Stage Co-ordinator
- check homework diaries at least once a week. Make sure they are neat and the information has been recorded clearly. In Class 6 check whether the time taken to complete the homework has been

recorded and is reasonable for the amount of work done. In other classes check verbally whether some girls are taking too long, or not taking long enough, to complete homework. Note whether the parent (or guardian) has signed the homework diary. Follow up on any comments recorded in the diary by parents or teachers.

- record reward stickers/stamps and marbles according to the agreed procedure
- write class teacher reports and submit them for translation according to the agreed procedures
- attend Parents' Meetings and discuss individual pupils' progress with parents or guardians
- follow up on specific concerns identified at Parents' Meetings with the Key Stage Co-ordinator or relevant members of staff

5. Responsibilities to Parents

The Class Teacher will:

- provide accurate, helpful information to parents at Parents' Meetings
- prepare reports to parents
- make sure that the language used in reports is clear and jargon free
- assess, monitor and record the progress of all pupils' in order to be able to provide accurate information to the Key Stage Co-ordinator, Head of Primary or the Headmistress, as and when necessary.

6. Responsibilities to the Department

The Class Teacher will:

- attend Key Stage meetings and curriculum meetings
- write, publish and distribute minutes of Key Stage meetings as required
- contribute to the effective and efficient running of Primary
- follow policies on homework, marking, etc.
- share ideas about teaching and learning
- support other teachers in developing new materials
- invite colleagues into the classroom
- plan and organise educational visits
- take part in and contribute to INSET activities offered in Primary and by the School
- report back on courses attended
- contribute to cross-curricular activities and initiatives
- take on responsibilities within Primary as part of an ongoing process of staff development
- keep up to date with developments in Primary Education.

7. The Behaviour Policy

The Class Teacher will:

- recognise all forms of pupil achievement
- recognise the efforts of individual pupils through praising their achievements
- recognise the efforts of individuals and groups publicly at assemblies
- bring the achievements of individuals, or groups of pupils, to the attention of the Key Stage Co-ordinator and Head of Primary

- evaluate policy annually and make recommendations for improvement in consultation with the Key Stage
- seek advice from Key Stage Co-ordinator, wherever necessary, about pupils who are having problems
- seek advice from Key Stage Co-ordinator, wherever necessary, about the appropriate level of sanction to be administered.

8. Other Responsibilities

The Class Teacher will:

- carry out other responsibilities as the Headmistress may reasonably require during term-time.