

**CHALTON LOWER SCHOOL
CLASS TEACHER
MAIN PROFESSIONAL SCALE**



JOB DESCRIPTION

1. *Teach, according to their educational needs, the pupils assigned to him/her, including the planning, preparing and marking of work.*
2. *Assess, record and report to all relevant parties on the development, progress and attainment of pupils including their personal and social needs.*
3. *To maintain good order and discipline among the pupils and safeguard their health and safety.*
4. *To liaise closely with parents/guardians of the children in the class.*
5. *To liaise closely with receiving teachers.*
6. *To participate in meetings at the school or feeder and middle schools, that relate to the curriculum or the administration and organisation of school.*
7. *To participate in meetings relating to specific children in your care, to provide/contribute to oral and written assessments for such meetings.*
8. *To participate in arrangements for further training and professional development as a teacher.*
9. *To attend assemblies, register the attendance of children and supervise children, whether these duties are to be performed before, during or after school sessions.*
10. *To actively work as a member of a team.*
11. *To undertake other duties, which may be reasonably assigned by the headteacher to ensure the smooth running of the school.*
12. *To support children and parents when settling children into the class according to each family's needs.*
13. *Be familiar with the SEND code of practice and with advice from the SENCO carry out the Assess, Plan, Do, Review process.*

Chalton Lower School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteer to share this commitment.

In all cases having regard to the policy statements and guidelines already established in the school.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.