



**Preston Primary Academy Trust**  
**JOB DESCRIPTION**

**Job Title: Class Teacher**

**Reports To: Headteacher/Trustees**

**MAIN PURPOSE OF THE JOB:**

To take overall responsibility for a class of children as designated by the Headteacher. This responsibility will include:

**RESPONSIBILITIES:**

1. Planning and teaching programmes of work and monitoring the progress and welfare of all the children in the class.
2. Liaison with other teaching and non-teaching staff, parents and other support services, as necessary.
3. Encouraging the involvement and support of parents, the community and support services.
4. Day to day responsibility for the classroom environment.
5. Responsibility for registration and other general administrative matters relating to the class.
6. Undertaking the assessment and recording of pupil progress.
7. To maintain acceptable standards of conduct of the children in the class and establish a rapport with pupils in order to develop their social and academic potential.
8. Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself.
9. To undertake any other duties commensurate with the role.

**KEY TASKS**

To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post.

Elements of this job description may be re-negotiated at the request of either party and with the agreement of both.

To complement this job description, the postholder will be required to carry out such duties as set out in the relevant paragraphs of the current School Teacher's Pay and Conditions Document. This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.

<b>Employee signed:</b>	<b>Date:</b>
<b>Headteacher signed:</b>	<b>Date:</b>