



POSITION DESCRIPTION

PRIMARY SCHOOL CLASS TEACHER – YEAR 1

The class teacher is responsible to the Director of Primary for the effective and efficient management of her/his class and the well being of the children.

From the first day of school the class teacher assumes a most important role. The class teacher is considered to be in “loco parentis”. In the Primary School, each teacher shall assume the role of mentor, advisor and friend in the eyes of the children.

1. GENERAL STATEMENT OF ACCOUNTABILITY (Responsibilities)

The class teacher shall:

- Act in a professional manner at all times.
- Uphold the standards of the School.
- Be energetic, enthusiastic, highly motivated, innovative and loyal to the School.
- Work professionally and harmoniously with staff, pupils and parents.
- Maintain positive communications with parents and caregivers.
- Be considerate towards, supportive of and willing to work with all other staff members.
- Be keen to develop both personally and professionally.
- Encourage and respect each child for themselves and their efforts.
- communicate positively with children at all times, showing due respect for the children’s efforts and giving positive feedback to a child, as soon as possible, particularly following remonstrations for poor behaviour.
- Lead Primary School Chapel services as rostered.
- Prepare and lead a class assembly as rostered.
- The Year 1 teacher will liaise with the Head of Preschool around transition from Preschool to Primary, arranging school visits and times for him/her to visit Preschool.
- The Year 1 teacher will run information sessions for prospective parents to Year 1.

2. THE CLASSROOM

The class teacher shall:

- With the children, maintain a bright, tidy and interesting classroom.
- Insist on personal and classroom tidiness from all children.
- Change displays at regular intervals, using a high percentage of children’s work to retain freshness and pupil interest.
- Display children’s work with respect.

- Encourage the children to take pride in their classroom, locker area and cloak area.
- Display emergency notices clearly.

3. CLASS ADMINISTRATION

The class teacher shall

- Take attendance daily and keep a class register.
- Each morning report any absences not accounted for by 9.15am to Administration Officer.
- Retain all absence notes during the year.
- Refer to staff and syndicate meeting minutes regularly during the year.
- Carry out responsibilities promptly and within given time frames.
- Keep the term planner and class weekly timetable up to date.
- Advise the office of any changes of address, telephone number and emergency contacts.

4. CLASS PROGRAMME

The class teacher shall:

- Establish good routines and parameters.
- Expect and gain good, quiet working routines.
- Expect good manners, consideration and care for others at all times.
- Expect children to stand for staff, visitors on first entry to class for the day.
- Expect children to stand back for adults at doors etc.

5. PLANNING

The class teacher shall:

- Plan thoroughly to maximise successful learning outcomes for each child in all areas of the curriculum.
- Plan long term and weekly, to be kept in teacher planner as a working document.
- Keep Teacher Planner available at all times.
- Curriculum Unit Planning to be accessible for easy access and review by Director of Primary.
- Participate in the school's Professional Learning Cycle

6. TEACHING AND LEARNING

The class teacher shall:

- Be familiar with the curriculum.
- Plan and teach in line with the School Mission Statement and according to the needs of each child.
- Encourage mastery of subjects and begin remedial or extension programmes where necessary.
- Have prepared suitable materials for children who may require extension, extra work or help.

- Review regularly and maintain the register of Children with Special Needs/Abilities.

7. ASSESSMENT AND EVALUATION

The class teacher shall:

- Gather a variety of data and records to aid effective planning.
- Evaluate own teaching programmes using a variety of assessments, reviewing teaching methods in comparison with children's learning outcomes.
- Evaluate children's progress using a variety of assessments.
- Gather data and keep full summative and formative records on all children.
- Record all appropriate data in mark book, or similar, for accurate assessment, evaluation and reporting on pupil development and learning outcomes.
- Record anecdotal notes as a form of Overall Teacher Judgment OTJ.

8. HOMEWORK

The class teacher shall:

- Set regular, relevant homework at all levels each night - reading, writing, research for class projects etc.

Year 0 – Year 2	10 – 15 minutes
Year 3	20 minutes
Year 4	20 – 30 minutes
Year 5	30 minutes
Year 6	30 – 40 minutes

- Expect parents to ensure homework is being done.
- Expect an explanatory note to be written on those occasions where homework has not been done.
- Mark all work as children complete tasks to ensure relevance to the pupil

9. COMMUNICATIONS WITH PARENTS

The class teacher shall:

- Communicate positively with, listen carefully and respond appropriately to parent communications
- Consider early intervention; contact parents as soon as a learning or behavioural problem arises which needs parental assistance or input
- Contact parents with positive reports at every opportunity
- Send a class newsletter home once each term.
- Ensure that the Director of Primary is fully informed of any issues with students or parents and kept up-to-date with progress in these areas.