



Year 1 Class Teacher (maternity cover, 3 terms)

Job Description

The class teacher should:

- be the first point of contact for pupils and parents
- be responsible in the first instance for the general welfare of the pupils in that form
- be responsible for overseeing a pupil's academic and social progress in school during the year
- liaise closely with the Head of Pre-Prep.

In addition, they should:

1. Deliver the curriculum to match the needs of each pupil.
2. Attend the weekly staff meeting on Tuesdays at 10.25pm, some additional staff meetings as and when required and the pre-term meeting/Inset as indicated on the calendar.
3. Keep records of pupils' work in subjects taught.
4. Help pupils set their own targets.
5. Mark pupils' work promptly in accordance with the marking policy, using positive and constructive comments, and making sure that each child understands.
6. Attend 'Parents' Consultation' evenings, concerts, plays and other school events when relevant e.g. Parents' Association functions.
7. Foster friendly but professional relationships with parents
8. Liase with classroom assistants.
9. Read, be aware and implement the school policies.
10. Work as an integral member of the team.
11. Provide the subject coordinator with termly plans at the beginning of each term in all subjects taught.
12. Read the notice boards in the staff room and keep up to date with what is going on in school.
13. Produce relevant displays up to date and representative of the work of each child.