

Class teacher - Job Description

Grade: M1 – 6

We expect our teachers to deliver outstanding teaching and learning and therefore help our children achieve excellent results. We expect that this will be done through designing an engaging and challenging curriculum that inspires children to appreciate the range of subjects and enjoy their time at school.

The class teacher has responsibility for the planning, preparing and teaching of lessons. They would also have to assess and record learning carried out by pupils and evaluate the attainment and progression of pupils. The class teacher would support school behavioural policies encouraging reinforcement of positive behaviour. The class teacher would also be expected to play a full part in the life of the school and promote its aims and ethos. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or deputy DSL.

The core aims of the job are to

- To be a leader of learning who has high expectations of every child.
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty first century.
- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development.
- To encourage pupils to participate in an extensive range of sporting, cultural, artistic and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and world communities.

Responsible to:

The Headteacher

General

The appointment is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document and the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

JOB DESCRIPTION FOR THE POST OF CLASS TEACHER

- To plan and implement learning activities in accordance with school requirements.
- To plan as part of a year group, contributing ideas and sharing resources with colleagues
- To maintain records and carry out assessment activities in accordance to school requirements.
- To provide oral and written assessments, reports and references relating to individual pupils as required
- To contribute to discipline throughout the school, encouraging all pupils to maintain a high standard of behaviour.
- To inform the Head Teacher or Designated Safeguarding Lead of any concerns about any of the children in your care
- To provide a nurturing and stimulating classroom environment that children to develop as learners
- To enrich the curriculum with trips and visits to enhance the learning experience for all children
- To direct and supervise support staff assigned to lessons.
- To participate in teacher appraisal procedures
- To keep professional skills up to date and be committed to Continuing Professional Development
- To mark attendance registers and take an active role in promoting good attendance in accordance with school requirements.
- To follow school procedures and implement policies to promote the ethos of the school
- To attend staff meetings and participate in INSET activities as required
- To be responsible for monitoring and reporting to parents/carers on the progress of pupils in accordance with school requirements.
- To liaise with school staff, parents and other professionals to support pupils learning;
- To be responsible for the pastoral needs of pupils and promote their well-being through offering guidance and advice and through monitoring their social and emotional development.
- To promote the safeguarding and health and of the whole school community when on school premises or when engaged in school activities elsewhere
- To ensure equal opportunities and the principles of inclusion inform the teaching and learning process.

PERSON SPECIFICATION FOR THE POST OF CLASS TEACHER

ASPECT	ESSENTIAL	DESIRABLE	ASSESSED THROUGH
QUALIFICATIONS	Qualified Teacher Status (proof required)	Post graduate qualifications in relation to education	Application form
TEACHING EXPERIENCE (this can be from placement for NQTs applying for a position)	<p>To have a clear understanding of the National curriculum</p> <p>A proven track record of outstanding teaching.</p> <p>Experience of teaching in EYFS or Key Stage 1 and Key Stage 2</p> <p>Experience of promoting a rich and stimulating learning environment.</p> <p>Experience of target setting, planning, assessment and record keeping.</p> <p>Commitment to ensuring the highest possible attainment and achievement for children.</p> <p>Experience of planning a curriculum that is enquiry-led, collaborative and leads to excellent pupil engagement.</p> <p>Experience of deploying support staff effectively.</p> <p>Proven record of ability to impact positively on pupil progress.</p>	<p>Experience of teaching across the whole primary age range, including Year 6 or Early Years and Nursery</p> <p>Recent and sustained experience of teaching mixed age classes</p>	Letter of application and interview.
PROFESSIONAL KNOWLEDGE & UNDERSTANDING	<p>Effective strategies for:</p> <ul style="list-style-type: none"> ▪ High quality learning and teaching ▪ Classroom organisation ▪ Encouraging excellent behaviour <p>Ability to translate knowledge and understanding into effective practice.</p>		Letter of application and interview.

ASPECT	ESSENTIAL	DESIRABLE	ASSESSED THROUGH
	<p>Commitment to continued professional development, including research and securing high standards of knowledge in specific curriculum area.</p> <p>Commitment to sharing our whole school vision and contributing to school improvement within and beyond the classroom.</p> <p>Proven record of positive impact on an element of school development.</p>	<p>Some knowledge and understanding of matters relating to Child Protection issues/ Basic Child Protection Training</p> <p>Experience of leading on a curriculum area.</p>	
<p>PERSONAL SKILLS & ATTRIBUTES</p>	<p>Ability to establish effective and professional relationships with colleagues from different backgrounds and work as part of a team.</p> <p>High levels of self-motivation.</p> <p>Strong communication skills, including diplomacy and sensitivity to the needs of others.</p> <p>Ability to interact positively and effectively with pupils with social, emotional, behavioural and learning difficulties.</p> <p>Ability to work with all groups in the local community including those who are felt to be hard to reach.</p> <p>Ability to be self-critical and analytical.</p> <p>Commitment to developing self and colleagues as learners.</p> <p>Imagination and creativity.</p> <p>Spontaneity and flexibility.</p> <p>Warmth and empathy with children and parents/carers.</p> <p>Organised and tidy.</p>	<p>Ambitious and career driven.</p>	<p>Reference and DBS Interview and letter of application.</p>