

## **Job description - Class Teacher**

**Responsible to:** Headteacher

**Function:** Class Teacher

### **General Duties**

#### **You will be responsible for:**

The education and welfare of a designated class / group of pupils, in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims and objectives and schemes of work and the policies of the governors, including the following:

#### **Policy**

- To fully support the school's vision, School Strategic Plan, policies and procedures.

#### **Pupils**

- Encourage and assist each child to achieve his or her potential.
- Demonstrate awareness of the individual needs of each child, providing challenge and support through differentiation.
- Encourage and assist each child to develop emotionally, socially, morally and spiritually.
- Acknowledge and celebrate each child's successes.
- Adopt a child centered approach and enable pupils to develop intrinsic motivation.
- Ensure equality of opportunity for all pupils, valuing race, gender and cultural differences.
- Ensure that pupils behave according to the school's behaviour policy and ensure their safety and good behaviour by carrying out an appropriate share of their active supervision at break and other times.

#### **The Classroom Environment**

Provide a classroom environment which is:

- Caring and safe;
  - Welcoming and stimulating;
  - Disciplined and organised;
  - Encouraging of independence;
  - Creative and interactive, making best use of multi-media technology;
  - Inclusive, and ensuring equality for all.
- Contribute to the maintenance of an attractive and orderly whole school environment.

## **The Curriculum**

- Plan and prepare suitable programmes of study in accordance with current curriculum guidelines defined by the head teacher and the governors of the school, working in partnership with colleagues, and provide evaluations of lessons and units of work.
- Mark, assess and record pupils' work in accordance with our school policies.
- Provide the head teacher with oral and written assessment of individual pupils' progress and needs if required, and complete and prepare standardised forms of pupil records that may be required by the School and Academy Trust.
- Contribute to the development of a creative curriculum.

## **Partnership with Parents**

- Work together with parents to further each child's learning.
- Work together with parents on matters of pastoral care and discipline.
- Inform parents of their child's progress, strengths and weaknesses, and matters of concern.
- Communicate effectively with parents about class activities.
- Contribute to and participate in parent consultation meetings, open evenings and other events involving parents.

## **Self and Colleagues**

- Be committed to continuous improvement. Make full use of professional development opportunities and contribute to appraisal, mentoring and professional debate.
- Share in tasks needed to keep the school running smoothly, including (except for Newly Qualified Teachers), taking responsibility for at least one area of the curriculum.
- Participate in and contribute to staff meetings and in-service training.
- Work in partnership with Learning Support Staff and with staff from outside agencies.
- Treat as a professional confidence any information concerning any individual gained during working in the school.
- Support colleagues through sharing resources and ideas, respecting the views of others, and acknowledging and celebrating their contribution to the school.
- Carry out such other related duties and responsibilities at the school as reasonably allocated by the head teacher as need arises.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to carry out those duties as specified in the School Teachers pay and Conditions Document in consultation with the Headteacher.

## PERSON SPECIFICATION

| Job Title                                                                                                                                                                 | Class Teacher |           |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|-----------|
|                                                                                                                                                                           |               | Essential | Desirable |
| <b>Qualifications and Experience</b>                                                                                                                                      |               |           |           |
| Qualified Primary Teacher Status                                                                                                                                          |               | ☑         |           |
| A record of excellent classroom practice in KS1/KS2                                                                                                                       |               |           | ☑         |
| Involvement in the implementation of whole school initiatives                                                                                                             |               | ☑         |           |
| Experience of effective involvement of parents in their children's education                                                                                              |               | ☑         |           |
| Successful implementation of quality assessment techniques to inform teaching and learning                                                                                |               | ☑         |           |
| Successful experience of working with vulnerable children from a range of backgrounds and with a variety of learning needs                                                |               |           | ☑         |
| <b>Knowledge, skills and abilities</b>                                                                                                                                    |               |           |           |
| Excellent interpersonal and communication skills at all levels                                                                                                            |               | ☑         |           |
| Ability to secure high standards of pupil achievement and behaviour                                                                                                       |               | ☑         |           |
| The ability to demonstrate a positive attitude and to develop and maintain positive and supportive professional relationships with children, staff, parents and governors |               | ☑         |           |
| Ability to work as part of an effective team                                                                                                                              |               | ☑         |           |
| A thorough knowledge and understanding of how children learn in the and how learning at this stage affects pupils' future learning                                        |               | ☑         |           |
| Ability to provide a broad, balanced, relevant and creative curriculum                                                                                                    |               | ☑         |           |
| Ability to influence the quality of teaching and learning                                                                                                                 |               | ☑         |           |
| Ability to inspire and motivate the children and staff in the pursuit of excellence                                                                                       |               | ☑         |           |
| A thorough grasp of current educational issues                                                                                                                            |               | ☑         |           |
| Ability to analyse, understand and interpret performance data                                                                                                             |               | ☑         |           |

|                                                                                                               | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Confident user of ICT & evidence of the strategic use of data                                                 | ☐         |           |
| Secure working knowledge of the National Curriculum and its' assessment, recording and reporting requirements | ☐         |           |
| Excellent organisational and time management skills and an ability to prioritise effectively                  | ☐         |           |
| Evidence of parental involvement to improve quality of children's learning                                    |           | ☐         |
| <b>Personal Qualities</b>                                                                                     |           |           |
| An outstanding passion and drive for raising standards of teaching and learning                               | ☐         |           |
| Commitment to equal opportunities                                                                             | ☐         |           |
| Positive, energetic, enthusiastic and resilient, thrives on challenge                                         | ☐         |           |
| Ability to maintain confidentiality                                                                           | ☐         |           |
| Commitment to personal and professional development                                                           | ☐         |           |
| Commitment to whole school improvement                                                                        | ☐         |           |