

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE:	Class Teacher
REPORTS TO:	Head Teacher
DEPARTMENT:	Children, Families and Adult Services
SECTION:	Queen's Park Primary School

PURPOSE OF JOB

In addition to the responsibilities of class teacher as set out in the attached document and the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

PRINCIPAL ACCOUNTABILITIES

- To take responsibility for the education and welfare of a designated class of children.
- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers.
- To plan work in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENDCO.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To liaise with support staff both school based, from the LA & from other external bodies as required.

- To take responsibility for the management of other adults in the classroom.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- To take responsibility for a curriculum subject area as agreed with the Head Teacher

You must be prepared to implement the Council's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Council's Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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PERSON SPECIFICATION

JOB TITLE:	Class Teacher
GRADE:	Teachers Main Scale
DEPARTMENT:	Children, Families and Adult Services
SECTION:	Queen's Park Primary School

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none">• Qualified Teacher Status.• Experience of teaching either in KSI or KS2 or both.
Experience	<ul style="list-style-type: none">• Understanding of recent developments in primary education.• Knowledge of the primary curriculum.• Experience of leading a curriculum area or an interest in developing a subject (desirable not essential).
Skills/Abilities	<ul style="list-style-type: none">• Ability to motivate children to achieve their best.• Open to creative approaches to teaching and learning.• Ability to create an attractive and stimulating classroom environment.• Commitment to teamwork.• Ability to lead and inspire colleagues.• Excellent communication skills.
Equalities	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
Other Requirements	<ul style="list-style-type: none">• Commitment to the education of the whole child.• Commitment to creative approaches and opportunities across the curriculum.• Commitment to continuing professional development.• Ability to work collaboratively and supportively with colleagues.• Ability to be flexible and demonstrate initiative.• Commitment to hard work and the wider life of the school.