

# Job Description



**Title:** Class Teacher

## Purpose of Job

School teachers are required to carry out the duties set out in the School Teachers' Pay and Conditions Document. The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school.

## Main Tasks & Responsibilities

1. To be a highly effective class teacher, striving for high standards of teaching and learning and catering for the range of needs of all the children in the class, ensuring that differentiation takes place as necessary.
2. Have a secure knowledge and understanding of the curriculum and new initiatives.
3. To work within the framework of present and future school and national policies, paying particular attention to equal opportunities including gender, disability and multiculturalism.
4. To plan and prepare both long, medium and short term work, to have planning files available and to attend regular planning and staff meetings.
5. To use effective assessment strategies to ensure learning is challenging and levels of attainment and progress are monitored.
6. To adapt own practice through evaluating and reflecting on the impact as new initiatives are embraced and agreed as a school.
7. Have a creative and constructively critical approach towards innovation; being prepared to adapt practice where benefits and improvements are identified.
8. Review the effectiveness of teaching and its impact on learners' progress, attainment and well-being, refining approaches where necessary.
9. Following the school's policies, maintaining good order and discipline among the pupils and taking responsibility for the welfare and safety of all the children in the school's care and specifically those in the class.
10. To plan and resource a classroom environment which will be stimulating, organised and conducive to ordered activities that will facilitate autonomous learning and enable children to maximise their full potential.
11. To ensure that classroom activity areas, outside areas and school displays are meaningful and of a high standard and reflect the ethos and policies of the school.
12. To establish and maintain good relationships with children, parents, colleagues and members of the governing body.

13. To attend any necessary training as agreed with the Headteacher and Continued Professional Development Co-ordinator.
14. To act upon advice and be open to coaching and mentoring.
15. To report to parents on the progress of pupils in the allocated class.
16. To participate in Performance Management (performance review and target setting).
17. To take responsibility for managing teaching assistants and classroom helpers within your class.
18. To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole, in a positive, professional manner.
19. To attend parents' meetings when required.
20. To accept responsibility with other members of staff for implementing every day activities in accordance with school policies.
21. To accept responsibility for curriculum areas or areas of organisation or a combination of both.
22. To attend case conferences and prepare reports on the needs of individual children if and when the need arises.
23. To supervise children before school and during morning break as per staff duty timetable.

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.

I have read the above job description carefully. I understand and agree to its content.

Signature of teacher: .....

Date: .....

# Person Specification



**Title:** Class Teacher

CRITERIA	ESSENTIAL CRITERIA
<b>Job Related Education and Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• DfES recognised teaching qualification.</li> <li>• Experience of teaching within Key Stage 1.</li> <li>• Successfully pass DBS check</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of outstanding practice within Key Stage 1</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good knowledge of recent educational developments in the primary phase.</li> <li>• Thorough understanding of multicultural education and other issues related to ensuring that classroom organisation and practices do not discriminate.</li> <li>• Sound knowledge of strategies which are necessary to promote successful learning and progress.</li> <li>• An outstanding knowledge of the expectations for Key Stage 1.</li> <li>• Knowledge of the requirements of Key Stage 1 curriculum and how ICT can be used to support learning in other curriculum areas.</li> <li>• Excellent ability to teach whole class phonics sessions.</li> <li>• A knowledge of teaching for mastery.</li> <li>• Excellent ability to plan and prepare work necessary to meet the needs of all pupils.</li> <li>• Ability to assess the needs of individual pupils and maintain appropriate records for the purpose of continuity and progress in curriculum areas.</li> <li>• Ability to select and use appropriate resources to create a stimulating and purposeful learning environment.</li> <li>• Commitment to equal opportunities within the whole school plan.</li> <li>• Good communication skills including the ability to relate to and communicate with parents and encourage their participation in our learning community.</li> <li>• Enthusiasm for working closely with other members of staff in the development of the curriculum and pastoral work of the school.</li> <li>• Commitment to encouraging pupils to develop their full potential.</li> <li>• Strong behaviour management strategies.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Ability to demonstrate how you ensure children are at the centre of their own learning.</li><li>• Willingness and commitment to self development.</li><li>• Demonstrable ability to work flexibly as part of a team.</li><li>• Imaginative/creative approach to teaching and classroom management.</li></ul>
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