



Job Description: Class Teacher

Title of Post:	Classroom Teacher
Salary Scale:	Mainscale
Responsible to:	Senior Leadership Team
Purpose of Job:	To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year Exercise of Particular Duties The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2011 and updated every year), specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him". These conditions are attached at the back of the job description.

Professional Duties

Teaching:

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the Federation, including school trips, special assemblies, performances and special events
- Planning, preparing and assessing lessons in line with Federation policies and schemes of work
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content

- Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher
- Marking work and providing feedback (including homework in accordance with the Federation Homework Policy) to pupils and parents in line with the Federation Marking Policy
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the Federation Assessment Policies
- Administering assessment tasks and tests in line with Federation policy

Other Activities

- To promote the positive ethos and culture of the Federation to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos/work/aims of the Federation
- Comply with, support and promote all Federation policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and well-being of individual pupils throughout the Federation, in line with the Healthy Schools standards and action plan and Every Child Matters Document
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above including IEP Meetings
- To inform the Headteacher immediately of any concerns regarding a pupils welfare
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents

- To maintain good behaviour among pupils throughout the school, in line with the Federation Behaviour Policy
- To safeguard every pupil's health, safety and well-being in line with Federation policies
- To participate in staff meetings which relate to the curriculum, administration or organisation of the Federation, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

Management

- To plan, organise and manage the work of EYEs and Teaching Assistants assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the Inclusion Team to contribute to the planning and organising of the work of TAs in order to have a positive impact on pupil progress
- To ensure that the EYEs and TAs assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manor

Training and Development

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in performance management reviews in line with Federation policy
- To carry out any other duties reasonably requested by the Headteacher or Deputy Headteachers. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.



Person Specification

Post: Class Teacher

Essential Requirements (Selection Criteria)

1. Qualified Teacher Status (or UK approved equivalent which fulfils current requirements)
2. Successful training and / or qualification to deliver Reading Recovery or Numbers Count programme (applicants for these posts only)
3. Extensive and secure knowledge of primary and / or early years practice
4. Comprehensive knowledge and significant experience of the Primary Strategy (literacy and numeracy) and / or Early Years Foundation Stage curriculum
5. Evidence of sustained high quality teaching and reflective practice
6. An ability to demonstrate high level skills in classroom organisation and management leading to the promotion of very good behaviour and discipline in school
7. Ability to establish an optimum learning environment for pupils (through highly stimulating displays, quality labelling and a high level of organisation and tidiness)
8. Computer literate and fluent in using an interactive whiteboard
9. An ability to differentiate the curriculum leading to high levels of achievement for children who have a diversity of needs and interests
10. A full understanding of the National Curriculum and its implementation
11. An awareness of recently published material eg. National initiatives and strategies for raising achievement
12. A commitment to the wider development of the school, its pupils, parents and local community.
13. An ability to establish good working relationships with colleagues and pupils, and a strong desire to learn and grow professionally
14. A strong commitment to Equal Opportunities / Safeguarding

Desirable Requirements (Selection Criteria):

1. High level personal organisation and time management skills
2. An awareness of recent national initiatives aimed at raising achievement and school improvement strategies, including 'EveryChildMatters' and 'Excellence and Enjoyment'
3. Higher level qualification eg. Masters Degree, or desire to work towards this level
4. Understanding and experience of strategic planning for school improvement (writing Subject Leader Action Plans and carrying out evaluation and monitoring activities)
5. High level of emotional intelligence and interpersonal intelligence / strong team working skills
6. Experience of data and statistical analysis
7. Experience of giving presentations to parents, governors and the wider school community
8. Ability to competently offer a second language to provide specialist MFL teaching and further enrich the school curriculum

Candidates who would like to be considered for a TLR post should demonstrate adequate experience and skills in a particular subject, year group or primary key stage.