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**Job Description – Class Teacher**

Job title: Class teacher

**Salary:** main scale

Reporting to: phase leader or SLT

# Main purpose

The teacher will:

* Fulfil the professional responsibilities of a teacher, as set out in the current School Teachers’ Pay and Conditions Document
* Meet the expectations set out in the Teachers’ Standards
* To maintain the positive ethos and promote the values of the school
* To contribute to whole school development
* Take responsibility for promoting the safeguarding and welfare of pupils within the school
* To work within the systems, policies and guidelines of the school at all times

**Duties and responsibilities**

**Teaching**

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work which deliver good progress and achievement for all pupils
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Provide effective feedback for pupils to support good progress
* Adapt teaching to respond to the strengths and needs of all pupils
* Set high expectations which inspire, motivate and challenge all pupils
* Promote good progress and outcomes by all pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for statutory external tests

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Be responsible for a curriculum subject and take the lead in the dissemination and development of the subject across the school
* Work with others on curriculum and pupil development to secure co-ordinated outcomes
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Health, safety and behaviour**

* Promote the safety and wellbeing of pupils raising any concerns following school policies and procedures
* To be responsible for the pastoral wellbeing of pupils
* To maintain good, professional relationships with pupils
* To act as a positive role model consistently demonstrating the positive attitudes, values and behaviour expected in the school
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Maintain good order and discipline among pupils, managing behaviour effectively and in line with school policy, to ensure a safe and effective learning environment
* Carry out playground and other duties as directed and within the remit of the current School Teachers’ Pay and Conditions Document

**Professional development**

* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

**Communication**

* Communicate effectively with pupils, parents and carers in order to develop effective partnership working in the best interests of pupils
* Communicate effectively with parents and carers with regards to pupils’ achievement and wellbeing

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues and other professionals

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources**

* Direct and supervise support staff assigned to them, and where appropriate, other teachers
* Contribute to the recruitment and professional development of other teachers and support staff
* Deploy resources delegated to them
* Supervise and contribute to the professional development of student teachers and other trainees as appropriate
* Cover for absent colleagues within the remit of the current School Teachers’ Pay and Conditions Document

Wider Life and ethos of the school

* Make a positive contribution to the wider life and ethos of the school
* Contribute to the provision of extra curricula activities and personal development opportunities for pupils
* Lead an after school club (allowed for in directed hours for all teachers)
* Evidence a range of opportunities for out-of-hours learning in line with school policy and additional contribution through after school clubs or other activities

**Administration**

* Register the attendance of and supervise pupils before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks within the remit of the current School Teacher’s Pay and Conditions Document

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Person specification

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| Criteria | Qualities |
| **Qualifications and experience** | * Qualified teacher status * Recent, successful primary teaching experience in EYFS and KS1 |
| **Skills and knowledge** | * A high standard of written and spoken English, an ability to communicate effectively both verbally and in writing * Knowledge of the national curriculum requirements for KS1 and EYFS and evidence of delivering this in a creative and imaginative way * Ability to deliver highly effective “quality first teaching” (and evidence of this) * A good understanding of how children learn and a proven ability to adapt teaching to meet pupils’ needs * An understanding of, and ability to apply, effective assessment for learning strategies * Ability to reflect on own practice and identify strategies for improving teaching and learning * Ability to build effective working relationships with pupils, parents, colleagues and other professionals * Knowledge of guidance and requirements around safeguarding children * Knowledge and successful implantation of effective behaviour management strategies * Good ICT skills, particularly using ICT to support learning * Other skills and interests transferable to a school setting may be an advantage eg. sport, music, art, languages etc. |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school; a willingness to “go the extra mile” * High expectations for children’s attainment and progress * A positive attitude and optimistic outlook * A good team player; a willingness to contribute and learn from others. * Flexibility * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Commitment to becoming familiar with and following school policies and procedures at all times. |