

Kingsway Infant School

**Job description and person specification: Class Teacher**

Job Title: Class Teacher

Salary: MPS

Contract Type: Full Time

Reporting To: KS1 Lead and Headteacher

Main Purpose:

**The teacher will:**

* Fulfil the professional responsibilities of a teacher, as set out in the school teachers’ pay and conditions document
* Meet the expectations set out in the Teachers’ Standards
* Fulfil duties reasonably directed by the Headteacher.

NB: The duties listed below are not an exhaustive list of requirements

Key Responsibilities:

**Teaching:**

* Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
* Plan and teach well-structured lessons, following the school’s plans and curriculum
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of all pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for any external assessments

**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
* Make a positive contribution to the school’s vision and values
* Work with others on curriculum and/or pupil development to secure co-ordinated outcomes
* Manage behaviour in school in line with policies and practices

**Health and Safety:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
* Promote safety and wellbeing of all pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**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

**Management of staff and resources:**

* Direct, supervise and provide support to any staff assigned to them, and where appropriate, other teachers
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
* Monitor quality and standards of resources delegated to them

**Professional Development:**

* Take part in the school’s appraisal procedures
* Take part in further training and develop in order to improve own teacher in overall performance
* Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

* Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors

Person Specification

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| **Professional Qualifications and training** |
| Qualified teacher statusEvidence of recent professional developmentCommitment to equal opportunities |
| **Knowledge and experience** |
| Experience of curriculum planning, assessing and recordingExperience of monitoring and evaluating performance/standards Evidence of involvement in implementing whole school initiatives Awareness of current educational issuesExperience of effective involvement with parents |
| **Skills and abilities** |
| Excellent classroom practiceAbility to provide good quality or better teaching and learningGood communication skills at all levelsAbility to work as part of an effective teamAbility to inspire and motivate the children and staffGood organisational and time management skillsDemonstrate a positive attitudeConfident use of ICTCommitment to extra curricular activitiesAbility/potential to lead a curriculum area across whole school |
| **Personal Qualities** |
| Positive and caring attitudeEnthusiastic Reflective Understanding of vulnerable learnersHigh expectations of children’s learningAbility to maintain confidentialityCommitment to personal and professional developmentSolution-focused Desire to improve own practice and contribute to whole school effectiveness Committed to safeguarding and promoting the welfare of children |

**DISCLOSURE AND BARRING SERVICE.**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may after discussion with the teacher, be changed. This job description will be reviewed at least annually as part of your Performance Management programme.