



# CLASS TEACHER JOB DESCRIPTION

## Employment details

<b>Job Title:</b>	Class Teacher
<b>Grade:</b>	Main Pay Scale /Upper Pay Scale
<b>Reports To:</b>	Headteacher/Senior Leadership Team
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document</li> <li>Meet the expectations set out in the Teachers' Standards.</li> <li>Fulfill duties reasonably directed by the Headteacher.</li> <li>To be responsible for delivering learning to a class of approximately 30 pupils of mixed ability. Teachers must also carry out other duties such as planning, preparation and assessments that support pupils' learning while operating in accordance with the school's policies and procedures.</li> <li>To be aware of the personal needs of individual children and to take corporate responsibility for the well-being and positive behaviour of all pupils. All teachers are responsible for promoting and safeguarding the welfare of children with whom they come into contact.</li> <li>Teachers in their second year of teaching onwards will assume a subject leader position.</li> </ul>

## Main duties and responsibilities

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- 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 pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Differentiate/scaffold resources and equipment so lessons may be accessed appropriately by all pupils.
- Be familiar with the Special Educational Needs (SEN) Code of Practice, and support and plan for pupils accordingly.
- Promote good progress and outcomes by pupils.
- Report on each individual pupil's progress to the Headteacher and parents as required.
- Provide constructive feedback in line with the feedback policy and set informed targets for pupil progress.
- Demonstrate good subject and curriculum knowledge.
- Implement the School Behaviour Policy through excellent classroom management.

### 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 vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure coordinated outcomes.

### 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 the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and 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.

### 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.

### 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 you, and where appropriate, other teachers.
- Contribute to the recruitment and professional development of other teachers and support staff.
- Monitor quality and standards of resources delegated to them.

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education) and our safeguarding and child protection policies.
- Work with the designated safeguarding leads (DSLs) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### Other areas of responsibility.

- Lead a subject, ensuring continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching, resourcing and teaching methods, developed in line with the school curriculum.
- To actively support school activities, on occasion, such as educational trips, extra-curricular activities and clubs, and parents' evenings, which may require some out-of-hours availability.
- Any other duties as deemed appropriate to the post under the direction of the Headteacher.

### Additional areas of responsibility for the upper pay scale (UPS)

- Contribute significantly to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Have extensive knowledge of your subjects, related pedagogy and assessment.
- Provide a critical role in the life of Chater Junior School.
- Be a role model for teaching and learning.
- Make a distinctive contribution to the raising of pupil standards.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
- Lead on a core subject or two foundation subjects.
- Provide pastoral care as required and being aware of mental health and wellbeing needs.
- Provide advice, coaching and mentoring to other teachers in order to help them develop and meet the relevant standards.

This job description will be reviewed annually to reflect the plans, growth and development of the school, and education system.

As part of the yearly appraisal cycle this will be signed by the staff member and their line manager.

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

**Class Teacher:**

**Headteacher:**

**Date:**

## Person specification

	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Experience of teaching in KS2 (current or teaching placement).</li> <li>• Degree level qualification</li> <li>• Level 1 safeguarding</li> <li>• Willingness to undertake CPD.</li> <li>• Current DBS.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant postgraduate professional qualification.</li> <li>• Previous experience of working with children.</li> <li>• Previous experience working in partnership with parents.</li> <li>• Experience of working as part of a team.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Understanding of health and wellbeing, safety and child protection.</li> <li>• Awareness of data protection and confidentiality.</li> <li>• Computer literate and proficient (E mail, word processing, spreadsheet).</li> <li>• Understanding of the School ethos and values.</li> <li>• Effective oral and written communication skills.</li> <li>• Sound understanding of the primary curriculum.</li> <li>• Excellent behaviour management skills.</li> <li>• Excellent planning and organisational skills.</li> <li>• Knowledge of key performance indicators and the ability to use them to monitor progress.</li> <li>• An understanding of how a pupil's learning is affected by their intellectual, emotional and social development, and the stages of child development.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid skills.</li> <li>• Working knowledge of social media.</li> <li>• An understanding of the importance of parental involvement.</li> <li>• Experience working with children who have SEN and/or disabilities.</li> <li>• Experience working with children who have behavioural problems.</li> <li>• Experience working with children who speak English as an additional language or has SEND.</li> <li>• Proficient with school online systems: SIMS, CPOMS.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High standards in your attendance and punctuality.</li> <li>• Able to manage own work load effectively and respond swiftly to deadlines.</li> <li>• Ability to work in a team.</li> <li>• A flexible approach.</li> <li>• Problem Solving.</li> <li>• Active Listening.</li> <li>• Organised.</li> <li>• Good timekeeper</li> <li>• Motivated to support children.</li> <li>• Managing Relationships.</li> <li>• Resilience.</li> <li>• Possess high levels of emotional literacy.</li> <li>• Approachable and nurturing personality.</li> <li>• Enthusiastic and positive attitude.</li> <li>• To practice equal opportunities in all aspects of the role and around the work place in line with policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confidence.</li> <li>• Ability to relate well to other professionals.</li> <li>• Good sense of humour.</li> <li>• Community facing.</li> <li>• Willingness to, and ability to, contribute to whole school INSET</li> </ul>