**JOB TITLE:** Class teacher

**REPORTS TO:** Assistant Headteacher

**SALARY RANGE:** TEACHER’S PAY SCALE (MAIN)

**Purpose of Job**

To deliver high quality teaching and learning to pupils who are assigned to the post holder. Also to manage the associated pastoral and administrative duties in respect of these pupils, as well as the general responsibilities in the school as agreed with the head teacher.

**Main Duties**

All teachers work within the statutory conditions of employment set out in the current School Teachers’ Pay and Conditions Document. It is within the range of duties set out in that document so far as is relevant to the post holder’s title and salary, having due regard to the requirements of the National Curriculum, the school’s aims, schemes of work, and any policies of St John’s Policies and the Local Governing Body. The duties listed below are not, therefore, an exhaustive list of what is required.

1. To contribute to and to develop the Christian ethos of the school
2. To be responsible for the quality of teaching and learning of all pupils who are assigned to the post holder;
3. To operate within the agreed school Code of Conduct and policies;
4. To plan activities which take account of pupils’ needs and their developing physical intellectual, emotional and social abilities, and which engage their interest;
5. To assess and record each pupil’s progress systematically and use this to improve specific aspects of teaching;
6. To mark and monitor pupils’ work, providing oral and written feedback and setting and reviewing targets for pupils’ progress;
7. To supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the post holder’s pupils;
8. To report to parents, colleagues and outside agencies on the development, progress and attainment of all pupils;
9. To maintain high expectations of behaviour;
10. To promote effective working relationships between all parties within the school community.
11. To attend staff meetings, team meetings, parents’ meetings and other such meetings as required;
12. To maintain the confidentiality of school records;
13. To keep up to date with current developments in primary education through in-service training courses;
14. To undertake supervisory duties to ensure the smooth running of the school;
15. To actively implement the school’s commitment to the safety and welfare of children/young people.
16. To provide leadership across the school in designated subject or curriculum areas, this to include:

* Monitoring quality and standards
* Contributing to school planning and self-evaluation
* Providing professional support to other teachers and support staff
* Advising the headteacher on appropriate resources and materials
* Leading appropriate professional development

**Relationships**

The post holder is responsible to the head teacher for his/her teaching duties and responsibilities and for teaching tasks. The post holder is to interact on a professional level with colleagues and seek to establish and maintain productive relationships. This is to promote mutual understanding of subjects in the school curriculum, with the aim of maintaining a high standard of teaching and learning in the school.

The post holder is responsible for the supervision of the work of a teaching assistant, relevant to his/her responsibilities.

From time to time and under the direction of the head teacher, the post holder may be required to supervise a student or pupil on work experience.

**Job Context**

The school welcomes teachers of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

**St John’s VA C of E Primary School has rigorous Safeguarding Children Procedures and is committed to the welfare of children. All staff are expected to share this commitment.**

All teachers make a valuable contribution to the school’s development and therefore, to the progress of all pupils. All teachers except those who are early careers teachers will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For ECT teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UPS will:

* Provide a role model, for professional practice in the school
* Make a distinctive contribution compared with other teachers
* Contribute effectively to a wider team.

**Job Entitlements**

Release time for Planning, Preparation and Assessment.

Access to training and staff development according to personal development needs and the needs of the school.

Annual Performance Appraisal and reviews.

**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.

**Grievance and Disciplinary Procedures**

Any grievance or disciplinary procedures will be dealt with under the model adopted by the Governing Body of the School.

**Equalities**

Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

**Health and safety**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

*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.*

*This role will be reviewed annually as part of the PMD process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

**TEACHER SPECIFICATION**

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| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications & training | The Class Teacher will have:   * Qualified Teacher Status * Recognised appropriate qualifications * a commitment to further professional development | In addition, the Class Teacher might:   * hold a relevant higher degree or qualification |
| Experience | The Class Teacher should have recent experience of:   * teaching and supporting pupils in EYFS/KS1/KS2. * working successfully and co-operating as a member of a team | In addition, the Class Teacher might have:   * experience of teaching RE in a C of E school * a skill that may enrich the curricular or non-curricular life of the school * Confident in teaching in EYFS |
| A commitment to education and teaching | The Class Teacher will have the ability to communicate and co-operate by:   * establishing and maintaining good professional relationships with pupils, parents and colleagues * setting high expectations of all pupils and be committed to raising educational achievement * adopting a flexible approach |  |
| Knowledge and understanding | The Class Teacher will have knowledge and understanding of:   * the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equalities, Health & Safety and inclusion * the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) * Aware of the EYFS requirements and evidence of a good general knowledge and understanding of the EYFS / KS1/KS2 Curriculum * planning and implementing an effective and inspiring teaching programme, including the monitoring, assessment, recording and reporting of pupils’ progress, including RE * how effective teaching and learning styles can be matched to individual needs * how to further develop personal professional skills and knowledge * how to establish an effective rapport with children which is based on high expectations and establish a purposeful learning environment where all pupils feel secure and confident * how to use IT effectively as an integral part of teaching and learning | In addition, the Class Teacher might also have knowledge and understanding of:   * working in partnership with home, school and church * coordinating a NC subject in a primary school |
| Skills | The Class Teacher will be able to:   * promote the school’s aims positively, and use effective strategies to enhance motivation and morale * establish and develop a sound professional relationship and affinity with a class of pupils * manage behaviour positively in line with our school policy * create a positive, challenging and effective learning environment * plan and deliver creative curriculum that is focused on high standards and enjoyment in learning * develop sound professional relationships, including the effective direction of other adults working in the classroom * establish and develop appropriate relationships with parents, governors and the community * communicate effectively (both orally and in writing) to a variety of audiences | In addition, the Class Teacher might also be able to:   * develop strategies for creating community links * enrich the spiritual life of the school |
| Personal characteristics | The Class Teacher should:   * knowledgeable and highly competent * approachable and empathetic * creative and enthusiastic * organised and resourceful * intelligent and reflective * committed |  |
| Special requirements | The Class Teacher should:   * Be fully supportive of the C of E Ethos of our school * have or be willing to undergo an Enhanced DBS * be willing to undergo a pre-employment health check |  |

**This school and the Local Authority are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.**