

# Class Teacher – Job Description



<b>Post title</b>	Class teacher
<b>Salary:</b>	MPS
<b>Reporting to:</b>	Headteacher
<b>Location:</b>	Across the school

## Main purpose of the job:

- Take responsibility for the achievement, welfare and discipline a class of children determined on an annual basis by the Head Teacher and in accordance with the duties listed below.


## Key Activities / Responsibilities:

### Strategic




- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers;
- Communicate and co-operate with specialists from outside agencies;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- To assist in the development of a scheme of work, policy statement and / or subject handbook for a curriculum area (post NQT) in co-operation with colleagues and in accordance with the school policy.

### Operational








- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Report to parents on the development, progress and attainment of pupils;

-  Plan appropriately to meet the needs of all pupils, through scaffolding and differentiation of tasks;

### **Organisational**

-  Make effective use of ICT to enhance learning and teaching;
-  Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
-  To contribute to/to be responsible for the organisation of educational visits/visitors, as necessary.
















### **General**








-  To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England;
-  Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;
-  Implement agreed school policies and guidelines;
-  Support initiatives decided by the Head Teacher and staff;
-  Maintain the positive ethos and core values of the school, both inside and outside the classroom.
-  Effectively communicate and co-operate with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals.
-  To continue with own professional development and to participate fully in all school meetings and INSET.

**This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.**

# Person Specification



<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
 Educated to degree level	✓	
 Qualified Teacher Status (QTS)	✓	
 Other qualification related to a particular curriculum area		✓
<b>Knowledge</b>		
 Ability to use AfL to promote good progress for all children	✓	
 Ability to differentiate using a range of strategies to secure good outcome for all groups	✓	
 Excellent subject knowledge in English & Maths (& EYFS for Early Years posts)	✓	
 Specialist knowledge in a curriculum area		✓
 Ability to use data to inform next steps and target support	✓	
 Understanding of the needs of bi-lingual learners and/or for whom English is an additional language		✓
 Understanding of the process for child protection	✓	
<b>Experience</b>		
 Of working in the primary age either as an appointed teacher or on school based attachment	✓	
 Of delivering the National Curriculum	✓	
 Of successful planning & assessment	✓	
 Of the transition between EY & KS1 & 2		✓
 Of deploying support staff	✓	
<b>Skills and Attributes</b>		
Ability to create a classroom ethos that develops children as independent learners	✓	
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	

Ability to plan and work collaboratively with colleagues	✓	
An excellent standard of written & spoken English	✓	
A commitment to collaborative working practices	✓	
<b>Other</b>		
 Believe that ALL children can achieve and be passionate about making this happen	✓	
 Be able to engage parents in order to encourage their close involvement in the education of their children	✓	
 A teacher with a flexible approach to work who enjoys being a good team member	✓	
 Must be able to manage own work load effectively	✓	
 Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
 To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
 An energetic and enthusiastic outlook	✓	

**This post is subject to satisfactory vetting, including a satisfactory enhanced disclosure from DBS**