Lumero
EDUCATIONAL TRUST

JOB DESCRIPTION AND PERSON SPECIFICATION
CLASS TEACHER (Primaries)

Pay

Class teachers' pay is agreed in accordance with the school's Pay Policy and the School Teachers' Pay and Conditions Document.

Line of responsibility

- All teachers are responsible to the Headteacher.

In addition:

- All teachers report to the Deputy Headteacher and/or their Team Leader (EYFS, KS1, Y3/4, Y5/6) for general, year group and most child-related matters.
- Every teacher (excepting those in their first year of teaching) has a specified member of the School's Leadership who is responsible for their performance management.
- Newly-qualified teachers report to the Induction Tutor.
- All matters relating to inclusion and SEN should be reported to the Inclusion Manager.

General Principles of the Job Description

In addition to the conditions of employment of School Teachers detailed in the Pay and Conditions document (Section 3) you will be required to do the following:

a. Be responsible for a class or designated group.

b. Create a stimulating and organised learning environment.

c. Plan and implement the curriculum appropriate to the educational, emotional and social needs of children of all abilities, learning preferences and backgrounds.

d. Differentiate the curriculum to maximise learning and create appropriate challenges.

e. Manage classroom teaching so that the children's interests, attitudes, and behaviour provide a positive and focused approach towards the learning process.

f. Plan and teach by putting the intended learning outcome at the centre of teaching and learning.

g. To keep records clearly and accurately of children's progress, attainment and personal development, updating these on computer systems as appropriate.

h. Review teaching plans in the light of assessments of individual children's progress.

i. Set children targets according to the main curriculum requirements and their individual needs.

j. Prepare written records as part of the school's short and long term planning process.

k. Share with other staff critical reflections about the purpose and value of what and how we teach.

l. Discuss and analyse with staff the standards of whole school, year group and individual performance to identify success as well as forming plans for aspects needing improvement.

m. Improve the children's progress and their standards by actively and positively using the teacher

self-review criteria, feedback on practice and the school ‘performance management process’.

n. To be aware of all relevant school policies, procedures and guidelines and be prepared to implement them, regardless of personal opinions and preferences, and seek help with all problems and ask for support when school policy is difficult to follow.

o. Uphold the school’s values.

p. Work cooperatively as a member of a team in a year group and as part of a whole staff team.

q. Share responsibility for medium and short term-planning with year group colleagues.

r. Actively promote the value of support staff as equal partners.

s. Co-ordinate the classroom support staff in their key role of supporting children’s learning by activities such as joint planning and reviewing individual achievement.

t. Reinforce the pastoral care and behaviour policy throughout the school as well as in the classroom.

u. Lead improvements to the whole school provision of a specified curriculum or school development area unless it is the first year of teaching.

v. Encourage the involvement of parents in school, closer links with the local community and work in partnership with governors.

w. Lead a phase/key stage Assembly on occasion.

x. To participate in appraisal arrangements made in accordance with regulations under Section 49 of the Education Act for the appraisal of performance.

y. After consultation with the Headteacher, to administer any other duties which the Head may reasonably require.

PERSON SPECIFICATION

Selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing a supporting statement, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

	Essential	**Desirable**	**Evidence**
Qualifications	Qualified Teacher status (unless specified otherwise at time of recruitment).	Commitment to own learning and continuing professional development Commitment to joint practice development	Application Form

Experience	The Class Teacher should have experience of: ● teaching within the relevant phase.	In addition, the Class Teacher might have experience of: ● teaching across the whole Primary age range; ● working in partnership with parents; ● working as part of a team	Application Form Interview
Capability		The Class Teacher will have been identified as being, or showing the potential to be, an excellent teacher. An experienced teacher will have evidence that they are proven to be highly effective in all aspects of their practice	References Observation Portfolio
Knowledge and Understanding	The Class Teacher should have knowledge and understanding of: ● the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and strategies to secure learning); ● statutory National Curriculum requirements at the appropriate key stage; ● the monitoring, assessment, recording and reporting of pupils' progress; ● the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; ● the positive links necessary within school and with all its stakeholders; ● effective teaching and learning strategies.	In addition, the Class Teacher might also have knowledge and understanding of: ● the preparation and administration of statutory National Curriculum tests; ● the links between schools, especially partner schools.	Application Form Interview

Professional Values	High expectations of everyone Commitment to improving outcomes for children Belief that learning should be engaging, experiential and relevant Aspire to and strive for excellence Commitment to the personal welfare and safeguarding of all children	Support for an enriched curriculum through out of hours learning and educational visits	Interview Observation References Portfolio

Skills	The Class Teacher will be able to: ● teach well;	In addition, the Class Teacher might also be able to:	Interview Observation

	● promote the school's aims positively, and use effective strategies to monitor motivation and morale; ● develop good personal relationships within a team; ● establish and develop close relationships with parents, governors and the community; ● communicate effectively (both orally and in writing) to a variety of audiences; ● create a happy, challenging and effective learning environment.	● develop strategies for creating community links.	
Personal Characteristics	● Display a clear passion for learning ● Display warmth, care and sensitivity in dealing with children ● Be open minded, self evaluative and adaptable to changing circumstances and new ideas ● Be able to enthuse and reflect upon experience ● Show willingness to be involved in the wider life of the school ● Have the ability to work flexibly ● Be able to prioritise ● Demonstrate good interpersonal/ communication skills ● Maintain a positive mindset and a good sense of humor	Demonstrate a commitment to environmentally-friendly and sustainable working practices Show willingness to engage with the opportunities for learning presented by the locality Show insight into what is important in our school Use personal interests and enthusiasms to enrich the school community	Application Form References Interview

Staff recognise the importance of making every learning day count for every child. Staff are fully committed to achieving high standards across a creative, broad and innovative curriculum.

Lumero Educational Trust (LET) is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

Signature of Post Holder:

Name and Date:

This job description may be amended at any time after due consultation.