



## Job Description and Person Specification

**Job title:** Class teacher

**Salary:** UQT/MPS/UPS

**Contract type:** permanent

**Reporting to:** Year Leader, Assistant Headteacher, Deputy Headteacher & 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

### 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
- Provide constructive feedback to pupils on their learning
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for tests, internal and external, if required

#### 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 wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

#### Health, safety and discipline

- 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
- Where appropriate, take part in the appraisal and professional development of others
- Prioritise and manage their own time effectively, particularly in terms of balancing the demands placed on them by planning, preparation, assessment and subject leadership
- Reflect on and evaluate their own effectiveness, teaching practices and methods

### Communication

- Communicate effectively with pupils, parents and carers to build respectful relationships
- Communicate well and effectively with all members of staff
- Communicate effectively with Governors

### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Communicate clearly with professionals both in spoken and written form
- 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
- Lead by example as a role model for other colleagues, professionals pupils and parents
- To support and uphold the school's vision, values and motto

### Other areas of responsibility

- For those teachers who are not UQT or ECT, there will be a subject or area of responsibility
- Lead or support or share the leadership of a curriculum area
- Monitor and evaluate the quality of education within the curriculum area
- Report to stakeholders on the curriculum area
- Support staff and parents with development
- Participate in and contribute to parent/teacher consultation evenings and curriculum evenings
- Provide guidance and advice to pupils and parents on educational and social matters
- To make a positive contribution to the wider life and ethos of the school through the School Values and School Motto

### Safeguarding

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out.

### Other

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### Person specification

Criteria	Qualities	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Unqualified or Qualified teacher status</li><li>• Degree for Qualified teacher</li><li>• Successful primary teaching experience</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching in a large primary school</li></ul>

<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Ability to communicate effectively with parents and other stakeholders</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge and understanding of assessment to support progress</li> <li>• Knowledge or interest in curriculum areas</li> <li>• Knowledge and use of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a range of pupils needs</li> <li>• Experience of reducing barriers to support pupils learning and wellbeing</li> <li>• Knowledge of Thrive and Zones of Regulation</li> <li>• Experience of working in a diverse setting</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• High expectations of self as a role model to others</li> </ul>	<ul style="list-style-type: none"> <li>• A sound primary school philosophy that values the whole child</li> </ul>

**Notes:**

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