



# Coates Primary School



## COATES COMMUNITY PRIMARY SCHOOL JOB DESCRIPTION Class Teacher

### 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 progression maps, 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
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

#### 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

#### Communication

- Communicate effectively with pupils, parents and carers

#### 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

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, 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. The post holder may be required to do other duties appropriate to the level of the role.



# Coates Primary School



## Person specification

Class Teacher

| CRITERIA                           | QUALITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Qualifications and training</b> | <ul style="list-style-type: none"><li>• Degree</li><li>• Qualified teacher status</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Experience</b>                  | <ul style="list-style-type: none"><li>• Successful experience teaching the primary curriculum.</li><li>• Teaching experience in primary schools.</li><li>• Experience teaching phonics (Not essential)</li><li>• Experience leading a subject area. (Not essential)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"><li>• Expert knowledge of the National Curriculum</li><li>• Understanding of high-quality teaching and learning strategies, and the ability to model this for others and support others to improve</li><li>• Awareness of local and national organisations that can support delivering the National Curriculum.</li><li>• Ability to build effective working relationships with staff and other stakeholders</li><li>• Ability to adapt teaching to meet pupils' needs</li><li>• Ability to build effective working relationships with pupils</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Good IT skills</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li></ul> |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"><li>• Commitment to getting the best outcomes for all pupils</li><li>• Uphold and promote the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Maintain confidentiality at all times</li><li>• Commitment to safeguarding, equality, diversity and inclusion</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Notes:

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

If you don't have all of the experience listed above but are interested in applying, contact Mrs Steph Brown 01733 840527