



## JD & PS Class Teacher

March 2024

# Dundonald Primary School

## Job Description: Class Teacher

**Salary Scale:** Main pay scale for Teachers (*Inner London*)

**JOB CONTEXT:** This job description recognises the requirements of the current Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governors and Headteachers at the school.

**PURPOSE:** To take responsibility for a class of pupils. To promote highly effective and creative teaching and learning for these pupils and secure high pupil achievement. To take responsibility for a subject/area and contribute to school improvement projects as directed by the Headteacher.

**ACCOUNTABLE TO:**

For management: Headteacher /AHT  
For performance management: Headteacher/Member of SLT

**ACCOUNTABLE FOR:**

For management: Teaching Assistant

**AUTHORITY TO:**

- Liaise with parents or other responsible adults and with professional staff in accordance with the school policies and procedures

**ENTITLEMENT:**

- Performance Management Annual Review
- Training and development within the school's continuing professional development programme and in accordance with the staff development policy
- Appropriate professional support from the Headteacher
- To be consulted before any change is made to this job description

**Core responsibility of class teacher:**

- Organisation and management of the classroom
- Planning and preparation of lessons
- Inclusion of all children including those with SEND and those who are disadvantaged
- Assessment of pupils' work
- Standards achieved by pupils
- Behaviour management
- Pastoral care and emotional well-being of pupils
- Safeguarding



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- Subject lead (to be discussed)
- Work with and contribute to the appropriate Phase team
- Whole school ethos
- Equal opportunities

### KEY ACCOUNTABILITIES

#### POLICY AND LEADERSHIP

*To ensure that the school's objectives in relation to the curriculum, equal opportunities and behaviour are promoted in everyday classroom organisation and practice.*

#### MANAGEMENT OF TEACHING AND LEARNING AND EVALUATION

- Provide for the learning experience and be responsible for the standards of pupils in the class or teaching group
- Use knowledge of national and school curriculum policies to ensure pupils receive a relevant and stimulating curriculum
- Promote progression, continuity and quality of learning
- Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place
- Use a variety of suitable teaching and learning styles that communicate clear learning objectives and expectations
- Monitor and evaluate pupils learning so that each child is given the opportunity to achieve highly
- Monitor and assess pupils' work and use assessment to inform planning and identify individual needs
- Keep records of pupils' progress and report achievements in line with school policy and statutory requirements

#### MANAGEMENT OF PEOPLE

- Lead, manage and work collaboratively with colleagues
- Manage pupil behaviour, making reasonable adjustments to take into account the personal, social and emotional needs of pupils
- Work as a member of the appropriate Phase team, planning cooperatively, sharing information, ideas and expertise
- Establish good relationships with parents to promote pupils' learning and development

#### MANAGEMENT OF RESOURCES

- Organise and maintain a secure and stimulating working environment
- Manage resources in order to develop pupils' responsibility for resources and the environment
- Maintain a high standard of display both in the classroom and other areas of the school

#### ADMINISTRATION

- Ensure that administrative requirements are fulfilled promptly and accurately
- Keep records, provide written reports to parents and carry out procedures to satisfy school policies



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### PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you meet these requirements.

**Job title:** Class Teacher

**Salary:** Main Pay Scale for Teachers (inner London)

|  | Essential           | Desirable | How assessed                               |
|--|---------------------|-----------|--|
| <p><b>Qualifications</b><br/>A recognised teaching qualification (QTS Status)</p>  | ✓                   |           | App/Doc                                    |
| <p><b>Experience</b><br/>Can demonstrate experience of planning</p> <p>Experience of assessing children's achievements and progress relevant to the age range.</p> <p>Experience of high quality teaching within the age range.</p>  | ✓<br><br>✓<br><br>✓ |           | App/Int                                    |
| <p><b>Knowledge</b><br/>Can demonstrate orally and in writing a thorough knowledge and understanding of the National Curriculum and assessment arrangements</p> <p>Can demonstrate the ability to be creative and innovative in curriculum planning, able to make links between different areas of learning and inspire and challenge learners.</p> <p>Can demonstrate orally and in writing a thorough understanding of the demands and needs of primary age pupils, including their emotional well-being</p> | ✓<br><br>✓<br><br>✓ |           | App/Int<br><br>App/Int/Task<br><br>App/Int |



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|  |   |  |          |
|--|---|--|----------|
| Can demonstrate factors that contribute towards effective teaching and learning and raising standards                | ✓ |  | App/Int  |
| Can demonstrate willingness and ability to reflect upon his/her own performance as a teacher                         | ✓ |  | App/Int  |
| Can demonstrate good organisational skills and the ability to prioritise tasks, set tasks and monitor effectiveness. | ✓ |  | App/Int  |
| <b>Other Requirements</b>  |   |  |          |
| To possess a drive for achievement and a passion for teaching, learning and education.                               | ✓ |  | Int      |
| Commitment to own professional development.  | ✓ |  | App/Int  |
| Prepared to undertake training relevant to the post.   | ✓ |  | App/Int  |
| Ability to develop positive relationships with staff, parents and outside agencies and work in a team.               | ✓ |  | App/Int  |
| Commitment to all aspects of equal opportunities in principle and practice.  | ✓ |  | App/Int  |
| To show flexibility, a sense of humour, enthusiasm and have high expectations for the children.                      | ✓ |  | Int/task |
| To show an ability to inspire and engender excitement about teaching and learning.                                   | ✓ |  | Int/task |
| To be well organised and make effective use of time.   | ✓ |  | Int/task |
| To know, understand and demonstrate the importance of safeguarding in a primary school                               | ✓ |  | App/ Int |