



## Job Description

<b>Job Title:</b>	<b>Class Teacher</b>
<b>Grade:</b>	<b>MPS1 (depending on experience and current pay range)</b>
<b>Department:</b>	<b>LBBD Children Services</b>
<b>School:</b>	<b>Beam County Primary School</b>

### Job details

**Job title:** Class teacher  
**Salary:** Main Teachers' Salary Scale  
**Contract type:** Full Time  
**Reporting to:** Headteacher

**Purpose:** To carry out the functions of a class teacher within the Primary range in accordance with the stated aims and objectives of the school.

### Duties and responsibilities

#### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, and curriculum design model.
- 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
- Assesses and records student development, while identifying strengths and areas which need attention and improvement
- Maintains order and discipline amongst students while promoting safety and compliance with school rules and guidelines
- Providing feedback to parents and carers on a pupil's progress at parents' evenings and other meetings

#### 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
- Keeping up to date with changes and developments in the structure of the curriculum

#### **Skills**

- **Excellent communication and interpersonal abilities**
- **Good organisational and time-management skills**
- **Energy, enthusiasm, stamina, patience, dedication, resilience and self-discipline**
- **initiative, leadership and supervisory skills and teamworking abilities**
- **Good judgement and an analytical mind**

#### **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
- meeting with other professionals such as education welfare officers and educational psychologists, if required

#### **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.

### **8. Statutory Requirements:**

**This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.**

### **9. General Accountabilities and Responsibilities (All roles)**

- I. Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- II. Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.

- III. Undertakes a proactive, committed approach towards the Council's Best Value ethos.
- IV. Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
- V. Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental H&S policies and procedures.
- VI. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- VII. Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

**Person specification**

<b>Criteria</b>	<b>Qualities</b>
<b>Qualifications and experience</b>	Qualified teacher status Degree Successful primary teaching experience
<b>Skills and knowledge</b>	Knowledge of the National Curriculum Knowledge of effective teaching and learning strategies A good understanding of how children learn Ability to adapt teaching to meet pupils' needs Ability to build effective working relationships with pupils Knowledge of guidance and requirements around safeguarding children Knowledge of effective behaviour management strategies Good ICT skills, particularly using ICT to support learning
<b>Personal qualities</b>	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school High expectations for children's attainment and progress Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality

**Notes:**

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

**Headteacher/Line Manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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