Job Description

# Post Title: Class Teacher

**Responsible to:** Head teacher

**Job Purpose**

To ensure high quality education for all pupils for which you are responsible and accountable and improve the quality of learning and standards of achievement.

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

**Main 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
* 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

Add any other duties of particular relevance to your school.

**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

Add any other duties of particular relevance to your school.

**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

Add any other duties of particular relevance to your school.

**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

Add any other duties of particular relevance to your school.

**Communication**

* Communicate effectively with pupils, parents and carers

Add any other duties of particular relevance to your school.

**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

Add any other duties of particular relevance to your school.

**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

Add any other duties of particular relevance to your school.

**Management of staff and resources** *[This section is more likely to be relevant to teachers with additional responsibilities]*

* Direct and supervise support staff assigned to them, and where appropriate, other teachers
* Contribute to the recruitment and professional development of other teachers and support staff
* Deploy resources delegated to them

Add any other duties of particular relevance to your school.

Other areas of responsibility

[Enter details]

[Enter details]

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

# Notes:

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

Add any other notes of relevance to the role/this document.

Last review date: *[date when this document was last reviewed]*

Next review date: *[date when this document will next be reviewed]*

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Specification

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| --- | --- | --- |
| **ESSENTIAL** | | **DESIRABLE** |
| **Qualifications** | | |
| Qualified Teacher Status | | Degree  Evidence of continuous professional development |
| **Experience** | | |
| Successful primary teaching experience | | Experience of:  Teaching across key stages  Working in partnership with parents  Working in a Church of England school |
| **Knowledge and understanding** | | |
| Knowledge and understanding of:  The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);  Statutory National Curriculum requirements at the appropriate key stage;  Effective teaching and learning strategies;  The monitoring, assessment, recording and reporting of pupils’ progress;  The statutory requirements of legislation concerning Equal opportunities, Health & Safety and SEND;  The positive links necessary within school and with all its stakeholders.  A thorough understanding of and commitment to uphold all safeguarding systems and policies. | Knowledge and understanding of:  One or more curriculum subjects in depth;  Using cross-curricular approaches to learning;  Making effective links between schools. | |
| **Skills** | | |
| Promote the school’s aims positively, and use effective strategies to monitor motivation and morale;  Ability to adapt teaching to meet pupils’ needs  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.  Ability to lead and support TA’s effectively to support children’s learning  Ability to deal sensitively with staff, parents and pupils | Develop strategies for creating community links.  Enthusiasm and ability to use ICT creatively across the curriculum | |
| **Personal Characteristics** | | |
| 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  Approachable  Committed  Empathetic  Enthusiastic  Organised  Patient  Resourceful |  | |