



*The*  
**Hawthorns**  
Primary School

## **Class Teacher Job Description**

### **Job details**

**Salary:** MPR/UPR

**Contract type:** Full-time, maternity cover

**Reporting to:** Headteacher

### **Main purpose**

The teacher will:

- Fulfil the professional responsibilities of a class 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
- Demonstrate good subject and curriculum knowledge
- To create a stimulating, attractive, safe and clean environment for learning
- 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
- 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, in line with school policies to ensure a supportive and safe learning environment
- To be dutiful in the safeguarding of all children in the school

### **Professional development**

- Take part in the school's appraisal procedures, including self-review against the expected Teacher Standards: <https://www.gov.uk/government/publications/teachers-standards>
- 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
- To provide verbal and written reports as necessary to parents and other agencies.

### **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

### **Management of staff and resources**

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

## Other areas of responsibility

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 job description 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, as directed by the Headteacher or line manager.

# Person Specification

CRITERIA	QUALITIES
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Degree</li> <li>• Successful primary teaching experience</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>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Well organised</li> <li>• Excellent communication and interpersonal skills</li> <li>• Well motivated and able to work independently or as part of a team</li> <li>• Good IT skills, particularly using IT to support learning</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Adaptable and energetic</li> <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>• A caring and positive attitude - sensitive to children's needs</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

