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**Coldfall Primary School** - **Job description: Primary 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 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

**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 coordinated 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

**Management of staff and resources**

* Direct and supervise support staff assigned to them, and where appropriate, other teachers

**Other areas of responsibility**

* Work as part of one of our curriculum teams for the foundation subjects; monitoring standards and outcomes, innovating and leading best practice

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 post holder may be required to do other duties

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** |
| Qualifications and knowledge | * Qualified teacher status
* ECTs considered
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| Skills | * Ability to achieve the highest standards of all pupils
* Knowledge of strategies to raise pupil achievement and attainment
* Strong and consistent behaviour management that creates clear boundaries and a safe learning space for all
* Ability to identify barriers to learning and utilize strategies to overcome them;
* Ability to establish respectful, caring relationships with children
* Evidence of CPD and impact on own practice
* Ability to adapt teaching to meet the needs of SEND children
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| Curriculum  | * knowledge of the development matters and EYFSP
* Familiarity with Baseline assessment procedures
* Experience with TAPESTRY or other online journals
* Familiarity with phonics programme (Read, Write, Inc is our choice of scheme)

• Ability to engage all abilities; • Commitment to curriculum development;  |
| Personal | * Approachable with excellent inter-personal skills;
* Ability to set and work to deadlines;
* Ability to remain positive and retain a sense of humour;
* High expectations of self and pupils;
* Commitment to building strong home/school links;
* Ability to inspire others;
* Dynamic;
* Calm, supportive and caring;
* High levels of energy and enthusiasm;
* Develop and sustain good personal relationships;
* Strong team member;
* Adaptable;
* Commitment to safeguarding children.
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