

Edward Francis Primary School - <<Member of staff>>

<b>Post Title:</b>	<b>CLASSROOM TEACHER</b>
The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>● Responsibility for a Class</li> <li>● Co-ordination activities relating to &lt;&lt;Subject&gt;&gt; to include: <ul style="list-style-type: none"> <li>○ Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice</li> <li>○ Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment</li> <li>○ Giving guidance, support and encouragement to staff and leading in-service development sessions</li> </ul> </li> </ul>
<b>Responsible to:</b>	The postholder is responsible to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks.
<b>Responsible for:</b>	<p>The postholder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to &lt;&lt;Subject&gt;&gt;</p> <p>The supervision of the work of classroom assistants relevant to his/her responsibilities.</p>
<b>Scope:</b>	<p>Classroom teacher</p> <p>Subject Co-ordination</p>
<b>Salary/Grade:</b>	MPS/UPS

### **MAIN DUTIES and KEY TASKS of <<Subject>> co-ordinator**

- Assess and evaluate present planning, practice and resources;
- Prepare and evaluate the effectiveness of the <<Subject>> curriculum;
- Update and revise <<Subject>> curriculum documents and guidelines
- Procure, organise and maintain necessary resources;
- Advise other staff on the availability and effective use of resources
- Consult with staff and, if appropriate, other professional colleagues in the preparation of written policies and schemes of work which include National Curriculum requirements and assist in Governor involvement;
- Give guidance, support and encouragement and lead in-service training for colleagues;
- Attend appropriate in-service courses and meetings;
- Report on a regular basis to teaching staff and governors on the development and effectiveness of <<Subject>> in the school;
- Take a lead in identifying opportunities for 'special events' in school to enhance children's learning experiences in <<Subject>>;

### **FURTHER TASKS AND DUTIES OF A CLASS TEACHER** (in addition to professional duties from School Teachers Pay and conditions document)

- When teaching a class, to create and maintain an attractive, orderly and stimulating environment.
- Plan and prepare work for children according to both requirements of the National Curriculum and school policies.
- To make appropriate provision for children identified as having Special Educational Needs according to the Code of Practice and school policy.
- To make appropriate provision for children identified as being gifted and talented according to school policy.
- To assess, record and report on the development, progress, attainment and personal and social needs of the children.
- To expect a high standard of care and behaviour from the children and safety when they are the responsibility of the school.
- To promote the general progress and well-being of individual pupils and any class/group assigned to you.
- Form positive relationships with parents and colleagues.
- Participate in professional discussion with an awareness of current educational issues.

### **GENERAL**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## **PERSON SPECIFICATION – Class Teacher**

### **Essential Criteria**

#### **Qualifications, Training and Experience**

- Qualified teacher status
- Experience of teaching the primary curriculum

#### **Professional Knowledge and Understanding**

A sound understanding of

- What constitutes the good classroom practice needed to promote high quality teaching and learning
- The educational needs of the whole range of pupils in a primary school
- Approaches to assessing, monitoring and evaluating the curriculum in a primary school
- Provision for gifted and talented children and for those with special educational needs
- How information technology contributes to teaching and learning in the primary age range
- The role of line manager for support staff and helpers
- The national curriculum and renewed Primary Frameworks

#### **Skills and Aptitudes**

- Excellent teaching skills
- Show a clear commitment to putting our children first
- Work effectively as a member of a team
- Ability to prioritise, plan and organise, delegating responsibility where appropriate in order to manage one's time effectively and meet deadlines
- Communicate effectively in speech and in writing to a variety of audiences, including to the children and their parents, other staff and governors where appropriate
- Promote a productive partnership with parents, and the wider community where appropriate
- Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children.
- Ability to maintain an appropriate level of behaviour management
- Good ICT skills
- Ability to create a happy, challenging and effective learning environment

#### **Personal Qualities**

- Enthusiasm
- Resilience
- Willingness to learn and honestly evaluate and develop own practice
- Approachable and empathic
- Organised and self-motivated

#### **Desirable Criteria**

- Willingness to participate fully in the life of the school (take a club, attend PA events etc)