



## CLASS TEACHER JOB DESCRIPTION

***Race Leys Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

<p><b>Title and Grade of Post</b></p>	<p>Class Teacher (mainscale)</p> <ul style="list-style-type: none"> <li>• This job description should be read in conjunction with the STPCD (and annex 1 to the STPCD for post-threshold standards) as well as the QTS professional standards</li> <li>• This job description may be amended at any time following discussion between the Headteacher and member of staff</li> </ul>
<p><b>Core Purpose</b></p>	<ul style="list-style-type: none"> <li>• To provide all pupils with a high quality, inclusive education within a safe, stimulating and caring environment in line with the national curriculum/EYFS and the school's ethos, policies, objectives and priorities</li> <li>• To share responsibility for the behaviour, care and welfare of all pupils</li> </ul>
<p><b>Job purpose</b></p>	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>• Support the school's priorities and initiatives decided by the Headteacher, governors or staff and contribute to the achievement and implementation of the school's development/improvement plans</li> <li>• Teach a class of pupils, ensuring that planning, preparation, delivery, recording, assessment and reporting meet their varying learning and social needs</li> <li>• Maintain the positive ethos and core values of the school, both inside and outside the school</li> <li>• Develop effective relationships with pupils, parents, staff, governors, the wider community and other schools or educational institutions to achieve positive outcomes for all children</li> </ul> <p>Have a working knowledge of:</p> <ul style="list-style-type: none"> <li>• the national conditions of employment for schoolteachers as set out in the current copy of the School Teachers' Pay and Conditions Document</li> <li>• The national standards for Qualified Teacher Status/UPS standards, as appropriate</li> </ul>
<p><b>Responsible to</b></p>	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"> <li>• The Headteacher in all matters</li> <li>• The relevant member of the school leadership/senior management team in respect of curriculum and pastoral matters</li> </ul>

**Duties and responsibilities specific to the post**

The class teacher will:

- Maintain high standards of professional behaviour, conduct and presentation
- Set clear differentiated targets, based on prior attainment, for pupils' learning
- Plan appropriately, in consultation with colleagues, differentiated learning to meet the needs of all pupils, following the school's agreed planning formats
- Provide a stimulating and learning-focused classroom environment, where resources can be accessed appropriately by all pupils
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils in an engaging and motivating manner including the effective use of ICT
- Maintain good order and discipline amongst pupils at all times, in accordance with the school's ethos and policies
- Provide clear guidance, support and feedback to pupils, including marking and advice on next steps/how to improve
- Keep appropriate and efficient records following the school's agreed systems and procedures, integrating formative and summative assessment (assessment for learning) into short, medium and long term planning
- Plan for, organise and direct the work of support staff to support learning
- Report to the headteacher, senior leaders, governing body and parents on the development, progress and attainment of pupils
- Monitor and support the overall progress and development of all pupils
- Support the monitoring, evaluation and development of a designated curriculum area, as appropriate
- Contribute to raising standards of pupil achievement throughout the school
- Implement agreed school policies and guidelines including safeguarding, health and safety and equal opportunities
- Take part in and contribute to meetings; cooperate with the Headteacher and other colleagues in the review, development and implementation of teaching and learning and the curriculum
- Communicate and engage cooperatively with other schools, educational institutions and outside agencies
- Participate in the performance management system including coaching opportunities, for the appraisal and development of their own performance or that of other staff
- Consistently meet the national standards for Qualified Teacher Status/UPS (as appropriate) and be subject to the national conditions of employment for schoolteachers as set out in the current copy of the STPCD
- Assist in the school's monitoring and self evaluation for continued improvement

## CLASS TEACHER PERSON SPECIFICATION

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Have qualified teacher status</li> <li>• An enhanced DBS disclosure (completed on appointment)</li> <li>• Proven suitability to work with children and young people</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent successful teaching/practice in Early Years/Key Stage 1 with a creative, cross curricular approach</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching across the Infant Range</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Have detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements</li> <li>• Be able to cope securely with subject related questions which pupils raise and know about pupils misconceptions and mistakes</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding and take account of wider curriculum developments which are relevant to your work</li> <li>• Knowledge of EYFS practice</li> </ul>
<b>Planning and setting expectations</b>	<ul style="list-style-type: none"> <li>• Be able to identify clear learning objectives, content, lesson structures and sequences according to the subject matter and the pupils being taught</li> <li>• Be able to set clear targets for pupils' learning, building on prior attainment</li> <li>• Have experience of working with children with a range of special educational needs and be able to provide positive targeted support</li> <li>• Be able to implement specific plans and keep records</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate consistent and effective planning of lessons and sequences of lessons to meet pupils learning needs.</li> <li>• Demonstrate consistent and effective use of information about prior attainment to gain well-grounded expectations for pupils</li> </ul>
<b>Teaching and managing pupil learning</b>	<ul style="list-style-type: none"> <li>• Be able to ensure effective teaching of whole class, groups and individuals so that teaching objectives are met through purposeful learning</li> <li>• Set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships</li> <li>• Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.</li> <li>• Work collaboratively and ensure effective communication with other colleagues to ensure consistency</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate consistent and effective use of a range of appropriate strategies for teaching and classroom management.</li> <li>• Establishes a well organised purposeful classroom environment with clear rules and routines which leads to good to outstanding behaviour</li> <li>• Able to use strategies to overcome behavioural issues which are inhibiting learning.</li> </ul>

<b>Assessment and Evaluation</b>	<ul style="list-style-type: none"> <li>• Be able to assess how well learning objectives have been achieved and use this assessment for future teaching</li> <li>• Mark and monitor pupils class work and home learning, providing constructive and oral and written feedback, setting targets for pupils' progress.</li> <li>• Knowledge and experience of statutory assessments for Infant Schools (Early Years and Key Stage 1).</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplished at using assessment data to accurately analyse pupil progress</li> <li>• As a result of assessment teacher deploys creative and highly effective support and interventions to ensure every child makes good or better progress</li> </ul>
<b>Pupil Achievement</b>	<ul style="list-style-type: none"> <li>• Be able to secure progress towards pupil targets</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to demonstrate that, as a result of teaching, pupils achieve well relative to pupils' prior attainment, making good progress, as good as or better than similar pupils nationally</li> </ul>
<b>Relations with Parents and the wider community</b>	<ul style="list-style-type: none"> <li>• Prepare and present informative reports to parents.</li> <li>• Understand the need to liaise with outside agencies responsible for pupil welfare.</li> </ul>	<ul style="list-style-type: none"> <li>• Take an active role and make a significant contribution to the wider life of the school – sharing good practice</li> </ul>
<b>Managing own performance and professional development</b>	<ul style="list-style-type: none"> <li>• Understand the need to take responsibility for your own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.</li> <li>• Have an understanding of your professional responsibilities in relation to school policies and practices.</li> <li>• Set a good example to the pupils you teach in terms of your presentation and personal conduct.</li> <li>• Be able to evaluate your own teaching critically and use this to improve effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate responsibility for your own professional development and use the outcomes to improve teaching and children's learning.</li> <li>• Willingness to read and research widely around the subject to develop practice further.</li> </ul>
<b>Managing and developing staff and other adults</b>	<ul style="list-style-type: none"> <li>• Establish effective working relationships with professional colleagues including support staff.</li> </ul>	
<b>Managing resources</b>	<ul style="list-style-type: none"> <li>• Select and make good use of books, ICT and other learning resources, which enable teaching objectives to be met.</li> </ul>	
<b>Strategic Leadership</b>		<ul style="list-style-type: none"> <li>• Demonstrate an active contribution to the policies and aspirations of the school</li> <li>• Demonstrate that you are an effective professional who challenges and supports all pupils to do their best.</li> </ul>