

Job Description and Person Specification

Class Teacher



Job Title:	Class Teacher	Responsible to:	Headteacher and Year Leader
Salary:	Mainscale	Hours of work:	Full Time

Job Purpose:

- To be responsible and accountable for achieving the highest possible standards in work and conduct as outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*.
- To create a positive learning environment that supports the mental health and wellbeing of pupils
- To work proactively and in collaboration with learners, parents/carers, governors, staff and external agencies in the best interest of pupils
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Responsibilities:

All teachers are required to carry out the duties of a teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the annual appraisal process

Teaching:

- To deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- To have a clear understanding of the needs of all pupils, including those with special educational needs, gifted and talented, EAL and disabilities and to be able to use and evaluate distinctive teaching approaches to engage and support them
- To make accurate and productive use of assessment to set targets, monitor and secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on their progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Set relevant home learning and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in high expectations and mutual respect
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Establish a framework for discipline, in line with the school's behaviour policy, using approaches which are appropriate to the needs of each pupil and applied consistently and fairly
- Be an excellent role model and demonstrate the positive attitudes, values and behaviour, which are expected of pupils
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team Work and Collaboration:

- Work collaboratively with others to develop effective professional relationships
- Participate in any relevant meetings/professional development opportunities at the school
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are clear about their role and work with them to support the learning in your class, deploying support staff where most effective
- Communicate effectively with colleagues, parents/carers, outside agencies using systems/process that are appropriate
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

Professional Development:

- Regularly review the effectiveness of teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary and responding to advice and feedback from colleagues
- Take a proactive approach to improving teaching by seeking out, and participating in, training and development opportunities identified by the school or linked to appraisal

Subject Leadership:

All teachers, except those who are newly qualified, will lead a curriculum area across the whole School and will be supported in that role by their line manager. Teachers will be expected to maintain an overview of teaching and learning, standards and ongoing improvement in that subject area. Over time this overview might reasonably include:

- Reviewing and development of curriculum policy in the subject
- Monitoring and evaluating the quality of planning in the subject by other teachers
- Observing teaching in the subject in order to evaluate strengths and areas for further development, or the impact of school improvement work
- Evaluating relevant assessment information for individuals, groups or cohorts
- Suggesting issues in the subject for further development
- Reviewing and co-ordinating the usage of resources in the subject
- Providing advice and supporting new staff in the subject

- Reporting on progress, achievement and standards in the subject to staff, governors or parents
- Arranging and promoting relevant subject-related activities in order to promote pupils' enthusiasm and interest
- Create an ongoing action plan of their subject area with clear objectives and intended outcomes

Other Wider Responsibilities:

- Have professional regard for the ethos, values, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Make a positive contribution to the wider life of the School
- Promote a positive image of the school in the community
- Take shared responsibility for the school environment and encourage children to have pride in their school.
- Perform any reasonable duties as requested by the headteacher or the SLT.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

I have read and understood the requirements listed above.

Deputy Headteacher:

Date:

Headteacher:

Date:

Qualities and Attributes	ESSENTIAL	DESIRABLE
Qualifications		
Qualified Teacher Status	✓	
Degree/PGCE or equivalent	✓	
Other educational/professional qualifications		✓
Personal Attributes		
Enthusiasm, determination and drive to inspire others to achieve high standards	✓	
An appetite and ambition to develop own practice by proactively seeking feedback and CP	✓	
A solution-focussed mindset and determined “no-excuses” approach to raising standards	✓	
A personable nature to build effective relationships with parents and all members of the school community	✓	
A lively, creative and good-humoured approach to all aspects of teaching, management and leadership	✓	
Ability and keenness to promote the school’s positive culture and ethos	✓	
Excellent personal organisational skills and time management	✓	
Experience		
Proven record of exemplary teaching which has ensured good/outstanding progress for pupils across the full ability range	✓	
Experience of teaching in KS2		✓
Knowledge and Understanding		
The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high achievement and attainment	✓	
Understanding of a diverse range of teaching and learning styles and techniques	✓	
Ability to communicate effectively, orally and in writing to a range of audiences e.g. staff, pupils, governors, parents	✓	
Good understanding of the importance of ethos and values and how this impacts on wellbeing, high expectation and high standards	✓	
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school	✓	
Clear understanding of data analysis and the important impact this can have on achievement and attainment	✓	

The successful candidate will have to meet the requirements of the person specification and will be subject to an enhance DBS check.

We welcome applications regardless of age, gender, ethnicity or religion. Turnfurlong Junior School is committed to the protection and safety of all pupils.