

Based at Highcliffe Primary School, part of the Lionheart Educational Trust

| Post title         | Class Teacher   |
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| <b>Job purpose</b> | <ul style="list-style-type: none"> <li>• Teach pupils in the age range 4 - 10 years.</li> <li>• Provide a stimulating and caring environment appropriate to the needs of the children, enabling them to form positive relationships with each other and adults.</li> <li>• Show a high standard of teaching ability at all times, believing in and encouraging each child to achieve his/her potential.</li> <li>• Run a well-organised classroom in which children are given a wide variety of experiences and opportunities for practical learning to maintain the continuity and progression of learning.</li> <li>• Plan, organise, present and assess a curriculum appropriate to the needs of the children within the guidelines set out by the school and the National Curriculum.</li> <li>• Use ICT as an integral part of the curriculum.</li> <li>• Co-operate and collaborate with other members of staff in order to contribute personal knowledge, skills and insights to the Whole School Curriculum.</li> <li>• Monitor and evaluate classroom practice to enhance the children's learning.</li> <li>• Promote the involvement of parents as co-educators.</li> <li>• Promote equal opportunities and counter racism through the implementation of the school's Race Equality Policy and associated documents.</li> <li>• Work with colleagues in order to secure continuity and progression in teaching and learning throughout the school.</li> <li>• Contribute to internal staff development programmes and school improvement projects.</li> <li>• With other members of staff establish and maintain records of achievement and agreed procedures for reporting progress orally and in writing.</li> <li>• Take part in normal school duties.</li> <li>• Uphold high standards of discipline.</li> <li>• Participate in the school appraisal procedures as agreed in the school's Performance Management Policy.</li> <li>• Seek professional development through INSET, in relation to the priorities identified in the school.</li> <li>• Take all appropriate steps to ensure the well-being and the health and safety of the children, including responsibilities in the LA's and school's child protection procedures.</li> <li>• Promote the personal, social, moral, cultural and spiritual development of children.</li> <li>• Maintain the ethos, aims and practices of the school as set out in school policies and other school documentation.</li> <li>• Be responsible for the work of learning support assistants or other adults working with their children.</li> <li>• Undertake other reasonable duties as agreed by negotiation with the Headteacher.</li> </ul> |

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| <b>To whom the postholder reports to</b>                | <p>The postholder 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 group in respect of curriculum and pastoral matters</li> </ul> <p>The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school/college.</p>   |
| <b>Duties and responsibilities specific to the post</b> | <ul style="list-style-type: none"> <li>• To contribute in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in a Curriculum Area and Key Stage.</li> <li>• To contribute to the achievement of the school's development plan and its implementation.</li> </ul>   |
| <b>Generic duties and responsibilities</b>              | <p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"> <li>• School policies and guidelines on the curriculum and school organisation</li> <li>• County policies</li> <li>• National Professional Standards for Teachers</li> <li>• National Standards for Subject Leaders</li> <li>• The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment</li> <li>• Common core of skills and knowledge for the children's workforce.</li> <li>• All teachers have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.</li> </ul> <p><b>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</b></p> |

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## Personal Specification

### Class Teacher

|                             | Essential  | Desirable  |
|-----------------------------|--|--|
| 1. Qualification            | Teaching qualification as required by the DFE for England and Wales – Qualified Teacher Status   | Degree or evidence of further higher education studies   |
| 2. Well Written Application | Well constructed and neat application showing personal philosophy and clear evidence of the thinking of a primary class teacher  | Creative ideas to meet and extend beyond the requirements of the post  |
| 4. Classroom Management     | <p>High expectations of achievement and behaviour.</p> <p>Evidence of good classroom planning and management strategies using a variety of strategies, including groupwork and whole class teaching</p> <p>Evidence of recent experience of long, medium and short term planning</p> <p>Evidence of working in collaboration with colleagues</p> <p>Evidence of maintaining high standards of behaviour and develop attitudes of care, control and co-operation</p> <p>To be able to provide a well ordered and stimulating learning environment</p> <p>To safeguard the health and safety of the children</p> | <p>Evidence of ability to create attractive displays of children's work</p> <p>To be aware and use a range of classroom strategies to motivate children to learn</p> |
| 5. Curriculum               | <p>Demonstrate knowledge of the National Curriculum and other current educational issues</p> <p>Evidence of ability to offer each child a broad, balanced differentiated curriculum</p>  | <p>Experience of leading or supporting a subject area</p> <p>Involvement in extra-curricular activities to promote out of school hours learning</p>                  |

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|                              | <p>Evidence of knowledge of the Special Needs Code of Practice</p> <p>Evidence of clear understanding and ability to use ICT to enhance learning</p>  | <p>Experience of working with significant proportion of high attaining children</p> <p>Experience of working with EAL children in a multi-cultural setting</p> <p>Experience in another KS</p>                     |
| 6. Assessment                | <p>Evidence of ability to identify individual children's needs and make provision for them</p> <p>Evidence of the use of target setting to aid learning, including use of APP and AfL.</p> <p>Evidence of analysis of pupil tracking and data to plan future learning</p> | Evidence of involvement in whole school target setting   |
| 7. Parents                   | To welcome parents as co-partners in the education of children  | Be able to work with parents and Governors to the advantage of children in the class and school as a whole   |
| 8. Equal Opportunities       | To promote equal opportunities in line with the school's and LA's policies  |  |
| 9. Communication             | Be able to communicate children's progress in both written and verbal forms   |  |
| 10. Professional Development | <p>Evidence of involvement in INSET</p> <p>To illustrate understanding of the National Standards for teachers and their application</p>   | <p>Evidence of attendance at courses</p> <p>Evidence of keeping up to date with current educational thinking</p> <p>Ability to contribute to whole school development</p> <p>Evidence of action based research</p> |
| 11. Personal Qualities       | <p>Ability to be organised, flexible, adaptable and enthusiastic</p> <p>Evidence of ability to relate well to others with friendliness and a sense of humour</p> <p>Good health record at work</p>  |  |