



**Hill View Primary School**  
The best in everyone™  
Part of United Learning



### **Job Description for Class Teacher**

Job Title:	Class Teacher
Work Location:	Hill View School
Reports To:	Headteacher and Governors

### **Professional Responsibilities**

- To view all responsibilities for Safeguarding with the upmost importance.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the development of a curriculum area as appropriate;
- To monitor and support the overall progress and development of pupils as a class teacher
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential;
- To raise standards of pupil attainment;
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

### **Teaching & Learning**

- To assist in the development of appropriate schemes of work, resources, marking policies and teaching strategies in the curriculum area/class;
- To plan and prepare lessons that meet the needs of your pupils;
- To contribute to the whole school's planning activities;
- To contribute to the process of monitoring and evaluation of the curriculum area/class in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required;
- To review & reflect from time to time methods of teaching and programmes of work;
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- To contribute to the development of effective subject links with external agencies;
- To promote the progress and wellbeing of individual pupils;
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved;
- To Quality First Teach pupils, according to their educational needs, including the setting and marking of work to be carried out by the pupil in the school and elsewhere;
- To assess, record and report on the attendance, progress, development and attainment of pupil's and to keep such records as are required;
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups;
- To ensure that computing, Literacy and Numeracy are reflected in the teaching/learning experience of pupils;
- To contribute to the School's Strategic Plan and its implementation.

### **Performance Development**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development;
- To continue personal development in the relevant areas, including subject knowledge and teaching methods;

- To actively engage in the Performance Development Review process.

### **Knowledge, Skills & Experience**

- To prepare and update subject materials;
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To contribute towards the development of a curriculum subject once settled within the school.

### **General school responsibilities**

- To help implement school quality procedures and to adhere to those;
- To communicate effectively with the parents of pupil as appropriate;
- Where appropriate, to communicate and cooperate with persons or bodies outside the school;
- To follow agreed policies for communication in the school;
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools;
- To attend 'directed time' meetings;
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life;
- To apply the behaviour management systems so that effective learning can take place.

### **Personnel**

- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Pupil Outcomes**

- To maintain appropriate records and to provide relevant, accurate and up to date information for our MIS, registers etc.
- To complete the relevant documentation to assist in the tracking of pupils;
- To track pupil progress and use information to inform teaching and learning.

### **Resources and Accommodation**

- To ensure the effective/efficient deployment of classroom support;
- To contribute to the process of the ordering and allocation of equipment and materials;
- To assist others within the curriculum area to identify resource needs and to contribute to the efficient/effective use of physical resources;
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, curriculum area and the students;
- To report anything unsafe.

*This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder. Every member of staff at Hill View School has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact. We are an inclusive school and strive to be a learning, caring and thriving institution.*

**We take the safeguarding of students and staff seriously at Hill View School. All staff are expected to support this ethos.**

<b><u>Person Specification for Class Teacher</u></b>		
<b>Criteria</b>	<b>Essential (E) Desirable (D)</b>	<b>Evident in application (A) and/or Interview (I)</b>
<b>Qualifications</b>		
• Qualified Teacher Status	E	A
• Degree or the equivalent	E	A
• Evidence of additional further educational qualifications	D	A
<b>Experience</b>		
• Experience of teaching in a primary school	E	A
• Experience of action research in the workplace leading to impact on pupils/staff performance	D	A/I
<b>Knowledge and Skills</b>		
• Positive, enthusiastic and hard working	E	A
• Good subject knowledge of the primary curriculum	E	A/I
• Experience of a robust assessment procedure and confidence analysing data	E	A
• Confident use of IT	E	A/I
<b>Personal Competence and Qualities</b>		
• Excellent QFT classroom practitioner.	E	A
• Energy and enthusiasm	E	I
• Positive, enthusiastic and hard working	E	A
• Ability to work as part of a team	E	A/I
• Commitment to equality of opportunity	E	A/I
• Commitment to the promotion of children's rights	E	A/I
• Self-motivated with the ability to work independently	E	A
• Good standard of written and oral communication	E	A/I
• Adaptability to changing circumstances & ideas	E	A/I
• Reliability and integrity	E	A/I
<b>Motivation and Expectations</b>		
• To be up to date with current thinking in education	E	I
• To have a desire to develop a career looking towards further promotion	E	I
• Commitment to professional development of self and others	E	I