**Class Teacher**

**PROFESSIONAL DUTIES**

#### Teaching:

In each case having regard to the curriculum for the school:

* planning and preparing lessons, ensuring equality for all and supporting inclusion;
* teaching, according to their educational needs (differentiation), the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
* assessing, recording and reporting on the development, progress and attainment of pupils;

**Other activities:**

* promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them;
* promoting good attendance & punctuality & school uniform standards;
* providing guidance and advice to pupils on education and social matters and on their further education, including information about sources of more expert advice on specific questions; making relevant records and reports;
* making records of and reports on the personal and social needs of pupils;
* communicating and consulting with the parents/carers of pupils;
* communicating and co-operating with persons or bodies outside the school;
* participating in meetings arranged for any of the purposes described above;
* organising the classroom environment & adjacent areas appropriately, ensuring children’s work is on display in line with the display policy

**Assessment and reports:**

* providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

**Appraisal:**

* participating in arrangements made in accordance with the The Education (School Teachers’ Appraisal) (England) Regulations 2012 for the review of his/her performance and that of other teachers;

**Review: Further training and development:**

* reviewing from time to time their methods of teaching and programmes of work; and participating in arrangements for their further training and professional development as a teacher.

**Educational methods:**

* advising and co-operating with the Headteachers and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

**Discipline, health and safety:**

* maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
* dealing with unacceptable behaviours in line with the school’s behaviour management policy;

**Staff Meetings:**

* participating in meetings at the school which relates to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

**Public Examinations:**

* participating in arrangements of preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils’ presentation for any supervision during such examinations;

**Management:**

* co-ordinating or managing the work of teaching assistants/ SEN assistants/ volunteers;
* taking such part as may be required of them in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
* leading planning teams within the school;
* taking responsibility for the leadership, development and co-ordination of a curriculum or other area, if ECT year completed
* managing a specified budget of above, if ECT year completed;
* contributing to the School Improvement Plan

**Administration:**

* participating in administrative and organisational tasks relating to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
* attending & taking assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;
* other organisational tasks and responsibilities as directed by the Headteacher which may be reasonably required from time to time.

**Person Specification**

The successful candidate will be expected to demonstrate that he/she has:

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| **Criteria** | **Essential/Desirable** |
| Qualified teacher status | E |
| A sound understanding of the statutory framework for education | E |
| A recent record of sustained, creative and successful class teaching | E |
| A commitment to, and proven record of, using ICT within teaching and learning | E |
| Effectively implemented positive behaviour management strategies | E |
| Knowledge of, and successful experience in, supporting children with special educational needs and those at the early stages of learning English. | E |
| Can demonstrate strategies for developing individuals and groups of children having regard for their ability, gender, culture, ethnicity and physical ability. | E |
| A record of recent professional development | E |
| Sets a good example in their personal and professional conduct, particularly in relation to presentation, punctuality and attendance | E |
| Communicates effectively orally, in writing and using ICT | E |
| Can enthuse children, parents, staff and governors | E |
| A positive approach to problem solving | E |