



## **JOB DESCRIPTION FOR CLASS TEACHER**

**JOB TITLE:** Teacher

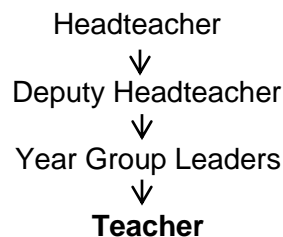
**GRADE:** Main Scale or Upper Pay Spine

**RESPONSIBLE TO:** Headteacher

**PURPOSE OF POST:** The postholder has a teaching commitment in either Early Years Foundation Stage, Key Stage 1 or Key Stage 2 at Parklea Primary School. The teacher will contribute to the School Plan, supporting the ethos, aims and vision of the school in accordance with the five outcomes in Every Child Matters:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

### **ORGANISATION CHART:**



### **MAIN DUTIES AND RESPONSIBILITIES**

- The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document, including Annex 1 for post Threshold teachers, and will undertake class teaching in a designated year group.
- Assist in whole school, year group and lesson planning which meets the needs of all pupils.
- Coordinate/act as a subject specialist in a curriculum area/s including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the leadership team. (Except when NQT)
- Monitor and assess pupil results and progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work which meets the needs and potential of all pupils.
- Support the school's pastoral system, within the Key Stage, year group, class and with individual pupils
- Contribute to the school's performance management process, coaching and mentoring colleagues and PGCE/ITT/GT students, as required, monitoring some teaching in the curriculum area and the input of class support staff.

- Contribute to the effective deployment of support staff and resources (ICT and consumables) within the class
- Play a full part in the life of the school community, supporting the ethos of the school and encouraging staff, parents and pupils to do likewise.
- Comply with school policies and procedures in areas such as assessment, marking, behaviour management, EAL, SEN, cover, induction, planning, staff meetings and parental events.
- Ensure professional development, being up to date in national and local developments, participating in whole school and individualised INSET and sharing with others.
- Teachers on UPS will be expected to coach and mentor other less experienced teachers.
- To undertake any professional duties of the head teacher reasonably delegated to him/her by the Headteacher.

## **DIMENSIONS**

**Supervisory Management** - nil

**Financial resources** - The post holder may be responsible for the curriculum area budget.

## **DBS**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential that in making an application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.



## Class Teacher Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristic required to do the job.

Essential (E): without which a candidate would be rejected Desirable

(D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet <u>the essential and desirable</u> criteria				
Attributes	Essential	How measured	Desirable	How measured
Experience	Successful teaching experience in at least one of KS2, KS1 or EY	1,2	Demonstrable impact on school Improvement	1,2
	Working with children with English as an Additional Language/SEN	1,2	Demonstrable experience of using performance data to inform target setting, planning and policy	1,2
	Experience in contributing to and developing whole school initiatives	1,2		
Skills/Abilities	Ability to communicate with a variety of stakeholder (eg governors, colleagues, parents, the community, external agencies).	1,2	Able to coach and mentor others	
	Ability to work as part of a team	1,2		
	Able to use IT to support both the curriculum and work organisation.	1,2		
	Able to work as part of, and contribute to, a whole-school, multidisciplinary team.	1,2		
	Able to monitor and evaluate teaching, learning, standards and school policy.	1,2		
	Able to identify the necessary resources which ensure high quality teaching and learning.	1,2,5		
	Able to assess the behaviour needs of individuals to inform <u>the</u> targeting of individual needs.	1,2,5		

	<p>Able to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.</p> <p>Able to contribute to school self evaluation and action planning</p> <p>Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English</p>	<p>1,2</p> <p>1,2</p> <p>1,2,5</p>		
Equality issues	<p>Demonstrable commitment to inclusive teaching and learning.</p> <p>Awareness of the effects of discrimination on pupils, parents, colleagues and policy</p>	<p>1,5</p> <p>1,2</p>		
Specialist Knowledge	<p>Knowledge of behaviour management techniques and the impact of high-quality teaching and learning on behaviour</p> <p>Specialist subject or KS knowledge</p>	<p>1,2,5</p> <p>1,2,5</p>		
Education and training	<p>Qualified Teacher Status</p> <p>Evidence of on-going continual professional development</p>	<p>4</p> <p>1,2</p>		
Other Requirements	Good health/attendance record	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (2010), to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

The post holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (1984 & 1998)
4. Code of Conduct