

Job Description

Class Teacher

The Priory Primary School

Inspiring a Love of Learning



Department: Teaching

Line Manager: Headteacher

Working Hours: 8am – 4pm (directed time will include additional hours to those noted here and may include time for parents evening, meetings, planning and preparation)

Release: PPA time is provided for each full-time member of teaching staff – equivalent to 1 afternoon per week.

Position Requirements:

Education: Teaching Degree + Qualified Teacher Status

Experience: Minimum experience gained in specific key stage or age range via school placements or through direct working experience.

Competencies: An effective educationalist who has established a pedagogy for maximising pupil's learning potential, has a clear understanding of the curriculum for a specific age range, and has effective behaviour management. Must be able to demonstrate effective interpersonal skills and foster good working relationships with his / her peers. Must have effective communication skills in order to liaise with other stakeholders and professionals.

Core Requirement of the Role:

Each teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Engage with pupils and provide them with an outstanding education, progressing their learning and attaining the highest possible standards.

Key Relationships:

This role will require establishing and maintaining robust professional relationships with the school's middle and senior leaders, helping to foster the strategic direction of the school. Additional relationships will be established with professionals in the wider community, forming links to ensure excellence and engagement through the taught curriculum.

Key Responsibilities:

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to meet the needs of all learners
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Where required to participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Qualified teachers beyond ECT stage will lead one or more subject areas in the school

Health, safety and discipline

- Promote the safety and wellbeing of pupils – ensuring an updated awareness of child protection and student safeguarding is maintained
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment in accordance with the school's positive behaviour ethos

Professional development

- Take part in the school's performance management and appraisal procedures
- Take part in further training and development in order to improve own teaching sharing the key points with other colleagues
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents, carers and all key stakeholders

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Act in conjunction with the school's code of conduct, employee's handbook and contractual obligations.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character

Whilst this is not an exhaustive list and other accountabilities maybe required of this role (through discussion), care must be given to ensure that there is not overlap or interference with any other non-academic roles.

Line Management Process:

This role will be line managed by the school's Headteacher, who will review the position on an annual basis and adapt the key responsibilities as required. As part of the line management process, this role is entitled to three performance management meetings throughout the academic year. The first will establish objectives / targets for personal and professional development / growth to be achieved throughout the year. The second meeting will review and update these aims; and the final meeting will conclude the overall success of the targets and provide a full review of the colleague's performance throughout the year.

In conjunction with the performance management process and the professional development targets that are established, training, coaching, guidance and professional support may be offered. The colleague who takes on this role is expected to embrace the support offered and fully engage with the line management process.

Person Specification:

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status• Degree• Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils

	<ul style="list-style-type: none"> • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using computing to support learning
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • A genuine, caring and positive professional who fits the general community ethos of the school.

Notes:

This job description may be amended at any time in consultation with the postholder.

Signed Date
(post holder)

Signed Date
(Headteacher)