



**Job Title:** Class teacher

**Salary:** Teacher Main Scale

**Responsible to:** Headteacher and Governing Body

### **Job Purpose**

To carry out the professional duties of a teacher as required by the school in agreement with the most recent version of the School Teachers' Pay and Conditions Document and in accordance with the school's policies under the direction of the Head teacher.

### **Relationships**

The post holder is responsible to the Head Teacher for his/her teaching duties and responsibilities, for teaching tasks and (if relevant) for the supervision of the work of a teaching assistant.

### **Areas of Responsibility and Key Tasks**

#### **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge all pupils and ensure high levels of interest
- setting appropriate and demanding expectations of all pupils, particularly those who are disadvantaged
- setting clear targets, building on prior attainment
- identifying children with additional or different needs such as those who are disadvantaged, SEN or EAL
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- using a variety of teaching methods to:
  - ✓ match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ✓ use effective questioning, listen carefully to pupils, give attention to errors and misconceptions select appropriate learning resources and develop study skills through library, I.C.T. and other sources
  - ✓ ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support

- taking account of pupils' needs by providing structured learning
- providing opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and maths
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning

## **Monitoring, Assessment, Recording, Reporting**

### **In accordance with school policies:**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records
- check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- undertake assessment of students as requested by examination bodies, departmental and school procedures
- prepare and present informative reports to parents

## **Curriculum Development**

### **Support curriculum improvement and development by:**

- taking responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance (commensurate with pay scale)
- contributing to the whole school's planning activities

## **Professional responsibilities**

### **Uphold high standards within the profession by:**

- conforming to the Teachers' Standards
- performing at a standard commensurate with grade as articulated within the appraisal process
- upholding and adhering to the policies and procedures of the school adopted, or delegated for adoption, by the Governing Body

**The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.**

**At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

**Lakeside Primary School**  
**Person Specification – teacher**

| Criteria                                              | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Education Training Qualification Certification</b> | <ul style="list-style-type: none"> <li>• Appropriately literate and numerate as demonstrated by examination results</li> <li>• Qualified teacher Status</li> <li>• Proven experience of teaching relevant to the age / stage of employment</li> <li>• Enhanced DBS + relevant disclosures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Experience of teaching in the specified year group</li> <li>• Recent additional training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Teaching Experience</b>                            | <p><b>Demonstrate highly successful teaching by:</b></p> <ul style="list-style-type: none"> <li>• Setting high expectations which inspire, motivate and challenge</li> <li>• Evidencing innovative approaches to teaching</li> <li>• Promoting good progress and outcomes by pupils</li> <li>• Demonstrating good subject and curriculum knowledge</li> <li>• Demonstrating good phonic knowledge</li> <li>• Planning and teaching well-structured, exciting and stimulating lessons</li> <li>• Adapting teaching to respond to the strengths and needs of all pupils through insightful data use</li> <li>• Making accurate and productive use of assessment before, during and after lessons</li> <li>• Managing behaviour effectively including the promotion of learning behaviours</li> <li>• Showing awareness of national trends in pedagogy and practice</li> <li>• Commitment to personal welfare and safeguarding of children</li> </ul> | <ul style="list-style-type: none"> <li>• Can evidence strength in teaching English and/or maths</li> <li>• Evidence of outstanding practice recognised by external and internal sources in the relevant key stage</li> <li>• Experience in a number of year groups</li> <li>• Experience of extended employment in more than one school</li> <li>• Evidence of exceptional progress made by individuals or groups</li> <li>• Evidence of successful subject leadership across the school</li> <li>• Evidence of successful experience at Ofsted</li> <li>• Strength in teaching a particular aspect of the National Curriculum – particularly ICT, Science and Geography</li> </ul> |
| <b>Professional and personal qualities</b>            | <ul style="list-style-type: none"> <li>• Open and reflective</li> <li>• Eager to develop professionally</li> <li>• Excellent interpersonal skills</li> <li>• Passionate</li> <li>• Caring</li> <li>• Honest</li> <li>• Professional at all times</li> <li>• Collaborative team member</li> <li>• Self-motivated</li> <li>• Sense of humour/fun</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Is able to demonstrate the application of these qualities in a school setting</li> <li>• Can demonstrate commitment to the wider life of the school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Interests</b>                                      | <ul style="list-style-type: none"> <li>• Has interests out of school and an enthusiasm for life</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Brings personal interests and enthusiasms to the school community</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |