

Job Description and Employee Specification

<u>Job title:</u> Class Teacher	<u>Service area:</u>
<u>Post number:</u>	<u>Division:</u> Schools
<u>Grade:</u> MPS3 – UPS3	<u>Section/team:</u>
<u>Overall purpose of job:</u> <ul style="list-style-type: none"> • To be responsible for the education and welfare of a class of pupils in the age range 4+ to 11 in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives, schemes of work and any policies of the Governing Body. • To share in the corporate responsibility for the well-being and discipline of the pupils. • To carry out particular duties as the Headteacher may reasonably direct from time to time. 	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> <ul style="list-style-type: none"> • Prepare lessons to meet children's needs. • Have a full knowledge of the children in your class. • Develop good professional, working relationships. • Pursue the highest standards. • Provide a stimulating, attractive learning environment in your teaching base in line with school policy. • Organize children and resources to maximize learning opportunities. • Match work and experiences to the maturity and ability of your children. • Assess and record pupil progress in accordance with school policy. • Plan and deliver a balanced, relevant curriculum. • Exchange ideas and materials. • Participate in corporate planning, assessment and moderation tasks to ensure a consistency. • Liaise appropriately with the following: <ul style="list-style-type: none"> ○ Leadership Team ○ Parents, governors, members of the community ○ Support agencies, advisers, inspectors, feeder schools. <p>Comply fully with the requirements outlined in the current School Teachers' Pay and Conditions Document:</p> <p>To teach at a consistently good level across the curriculum:</p>	

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- Set high expectations which inspire, motivate and challenge children.
- Promote good progress and outcomes by children.
- Demonstrate good subject knowledge and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.

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Grading Job Description and Employee Specification

POST NUMBER _____ JOB TITLE Class Teacher HOURS PER WEEK Full Time

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Experience of working with children in Primary School	Experience in more than one school Experience of working with children from a variety of backgrounds	Application form
EDUCATION, TRAINING AND QUALIFICATIONS	Honours Degree of at least a 2:2 Qualified Teacher Status	Completion of NPQSL	Application form Qualification Certificates
SKILLS AND KNOWLEDGE	Good standard of written English Good standard of spoken English ICT literate Ability to engage children in their learning Good subject knowledge	Led a whole school core subject	Application form Interview Application form Interview activity
PERSONAL QUALITIES	Team Player Honesty Reliability	Initiative Sense of humour	References Interview

**Grading
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	Leader		
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