



**School:** Humberstone Infant/Junior Academy  
**Job Title:** Class Teacher  
**Key Relationships/ Liaison with:** Head of School, Executive Head  
**Job Purpose:** To implement and deliver an appropriately broad, balanced, stimulating and differentiated curriculum for all learners in your care. To monitor and support the overall progress and development of learners as a teacher. To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their full potential and to contribute to raising standards across the school. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. To uphold the school's ethos, values and vision for the education of pupils

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **1. Strategic direction of the school:**

- a) To assist in the development and implementation of policies, practices and the curriculum schemes of work which reflect the schools' commitment to high achievement and effective teaching and learning.
- b) To contribute to the creation of an ethos which enables other staff to develop and maintain positive attitudes towards their teaching.
- c) To monitor the progress made in achieving subject plans and targets, and use the analyses to guide further improvement in revised plans and reports.
- d) To provide necessary data and to use data effectively to identify learners needs
- e) To identify underachieving pupils within your responsibility, and where necessary, create and implement effective plans of action to support them.
- f) To analyse and interpret all appropriate evidence both in school and from outside to inform teaching practice, targets and teaching methods.
- g) To contribute to the school process of self-evaluation and development in the School Improvement Plan, to have regard for your own professional development and to play a part in the general life and work of the school community
- h) To work with the Executive Headteacher, Head of School and members of SLT on issues of curriculum development, and on your personal teaching and learning practice where issues are identified through quality assurance systems and feedback

# JOB DESCRIPTION

- i) To take an active role in safeguarding the pupils in your care and ensure that all concerns regarding child protection, safety and well-being are reported to the DSL.
- j) To take an active part in the schools performance development cycle including taking responsibility for collecting evidence and working towards agreed targets.
- k) To have high regard for your own professional development and to play a full part in the general life and work of the school, its meetings and events.

## **2. Teaching and learning**

- a) To teach a class within EYFS/ KS1 or KS2 and to lead a curriculum subject or other whole school focus if not an ECT.
- b) To plan and provide stimulating and relevant learning experiences and support for learners. to achieve identified end points
- c) To ensure effective curriculum coverage, continuity and progression for all learners through planning, setting and marking of appropriate work which is well matched to age, ability and other needs.
- d) To evaluate your teaching and use this analysis to identify effective practice for implementing a variety of teaching strategies and areas for your own professional improvement.
- e) To maintain high standards of behaviour in accordance with school policies and to encourage good practice with regard to punctuality, conduct, standards of work and homework.
- f) To establish and implement school policies and practices for assessing, recording and reporting on learners' achievement and for using this information to recognise progress in report writing and record keeping.
- g) To ensure that information about learners' achievements in previous classes is valued for further progress.
- h) To set expectations and clear targets for support staff and learners in relation to the standards and needs of the learners' and evaluate progress, achievement and the next steps for further progress to be made.
- i) To create a warm stimulating learning environment with a high focus on displaying high standards of children's work.
- j) To take an active and professional role in professional development activities.
- k) To take an active and professional approach to all team planning and PPA.

## **3. Leading and Managing**

- a) To establish constructive and positive working relationships among staff with whom you work, through team working relations and mutual support and respect; evaluating practice and developing an acceptance of accountability.
- b) To sustain one's own motivation and, where possible that of other staff, through displaying positive attitudes and an understanding of the ethos, aims and values of the school.

#### **4. Resources**

- a) To establish resource needs and advise your line manager of likely priorities for expenditure and make best use of resources to meet the objectives of the school.
- b) To ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in your teaching, planning, research, assessment and record keeping.
- c) To maintain existing resources and explore opportunities to develop or incorporate new resources from a wider range of sources inside and outside the school.

#### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work will involve the postholder carrying out work outside of normal working hours.
- (b) The postholder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the financial policy.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

### Job Title Class Teacher

	Job Requirements	Essential	Desirable
<b>Qualifications Training</b>	Qualified teacher status	✓	
	A commitment to further professional development	✓	
	Evidence of further post qualification learning		✓
<b>Skills, knowledge and experience</b>	Evidence of a successful teaching experience at KS1/KS2	✓	
	Ability to use ICT as an effective teaching and learning tool	✓	
	Ability to plan and deliver an engaging curriculum which meets the needs and interests of all learners	✓	
	Ability to identify gifted and talented pupils, SEN and EAL needs and plan appropriate provision	✓	
	Evidence of good national curriculum subject knowledge	✓	
	Possession of clear strategies for promoting high standards of achievement	✓	
	A calm, positive approach to classroom management and behaviour management		
	High standards of written and spoken English and effective communication skills		✓
			✓
	Experience of successful teaching		✓

	<p>in more than one key stage</p> <p>An understanding of how to support pupils with English as an additional language</p> <p>Knowledge of effective child protection procedures and safeguarding practise</p>		<p>✓</p>
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	<b>Job Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Attitude and Motivation</b>	Displays enthusiasm and a commitment to strive for the highest standards for all pupils	✓	
	A flexible and creative approach to planning and teaching	✓	
	Excellent interpersonal and communication skills. Evidence of being a reflective learner	✓	
	Willingness to support the philosophy, ethos and vision of the school	✓	
	Good sense of humour and an ability to adapt well to change	✓	
	Displays patience, understanding and a calm caring manner towards children and adults	✓	
	Able to work effectively as a part of a team and to build positive and professional relationships with colleagues	✓	
	Able to form positive working relationships with parents and external agencies	✓	
	Willingness to play a full and active role in the life of the school	✓	
	Good organisational and time management skills		

	<b>Job Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Equal Opportunity</b>	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice	✓	
	Good understanding of the principles of effective Inclusion practises		✓