



ST JAMES PRIMARY SCHOOL

CHURCH OF ENGLAND (AIDED)

JOB DESCRIPTION

Class Teacher

INTRODUCTION

St James is a thriving, friendly primary school in the village of Elstead where Christian values underpin a happy and challenging learning environment. We focus on **bringing out the best** and achieve high standards by supporting and further developing professional, committed staff who all share the school's mission and vision. The school's staff work in partnership with our parents, St. James' Church and the wider community.

JOB PURPOSE

The successful candidate will be expected to carry out the duties of a teacher/lead in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions, and to carry out other such associated duties as are reasonably assigned by the Head teacher.

RESPONSIBLE TO

The Headteacher or Deputy Headteacher as specified.

KEY RESPONSIBILITIES

- Implement and deliver an appropriately broad, balanced and relevant curriculum for pupils in line with the policies of the school.
- Facilitate, support and monitor the overall progress and development of pupils and designated groups of pupils.
- Prepare and implement support plans for individual pupils.
- Foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential
- Share in the development and review of the curriculum, teaching materials, methods of teaching and assessment in collaboration with the teaching team.
- Support and contribute to the school's responsibility for safeguarding children
- Liaise with parents and guardians, professionals and the wider school, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).
- Motivate children's learning, both indoors and outdoors, encouraging learning through experience
- Ensure the smooth transition between Key Stage 1 and Key Stage 2.
- Provide pastoral care and support to children and providing them with a secure environment in which to learn
- Develop and produce visual aids and teaching resources
- Organise learning materials and resources, making imaginative use of resources
- Assist with the development of children's personal/social and language abilities
- Support the development of children's basic skills, including physical coordination, speech and communication
- Encourage children's development through stories, songs, games, drawing and imaginative play
- Develop children's curiosity and knowledge
- Work with others and contribute to the strong and experienced team ethos of the school, to plan and coordinate work both indoors and outdoors

- Share knowledge gained with other practitioners and parents
- Observe, assess and record each child's progress and prepare reports for external agencies
- Attend in-service training
- Ensure the health and safety of children and staff is maintained during all activities.
- Keep up to date with changes in the curriculum and developments in best practice
- Be adaptable and flexible
- Play a full part in the life of the school community, and support its distinct ethos.
- Follow and actively promote the school's policies and procedures.
- Comply with health and safety policy and undertake risk assessments as appropriate.
- Actively pursue own personal and professional development.

It is implicit in this job description that the mission, vision and policies of the school will be reflected in the duties of the post holder. This job description indicates the range of duties and level of responsibilities involved but is not necessarily exhaustive.

PERSON SPECIFICATION

Class Teacher

Qualifications & Experience	Qualified to degree level including Qualified Teacher Status
Professional Knowledge and Experience	Committed classroom practitioner with a commitment to the highest standards of teaching and learning
	A clear understanding of how children learn and the ability to plan for effective and high quality teaching and learning
	An understanding of the principles and practices of observations, assessment and planning and how these can be used effectively to maximise pupil progress for all groups of children
	To have experience and understanding of working with children with SEND
	The ability to meet all children's needs to ensure every child makes good progress including those with English as an additional language and children with additional or complex needs or disabilities
	To be able to manage behaviour effectively using a range of positive strategies
	Experience of planning and organising an enabling learning environment inside and outside
	A positive approach to the outdoors and the ability to use the outdoor environment to support children across all areas of learning
	To lead by example through consistently high quality practice in all areas
	The ability to maintain professional and positive relationships with children, staff, parents and external agencies
	An understanding of how to adapt learning to provide appropriate levels of challenge so that all pupils make good progress
	The ability to use assessment information effectively to plan next steps for all children.
	To work collaboratively and supportively with colleagues within EYFS, the wider school and outside agencies
	The ability to lead and motivate a team of staff
	To be committed to continual personal and professional development. To be reflective and learn from past experiences
	To be committed to equality, diversity and the inclusion of all
	To be able to communicate clearly both orally and in writing
Personal Characteristics	Be reliable with a high degree of integrity
	Possess excellent interpersonal skills and be able to form effective working relationships
	Be well-organised, enthusiastic, energetic and flexible
	Be resilient and demonstrate the ability to work under pressure.
	Manage time effectively
	Value and respect the views of children
	Self-motivated and able to take initiative and responsibility
	Demonstrate a willingness to learn with and from colleagues
	Be proactive in maintaining own professional development and willing to seek help from others when needed
	A commitment to take part in all aspects of the life of the School, including meetings, training, special events and other activities as required
Adhere to the School's code of conduct	