

**Class Teacher**

**Job description**

# Job details

**Salary:** MPS

**Hours:** 32.5

**Contract type:** Full time and Permanent

**Reporting to:** Headteacher

**Responsible for**: Teaching Assistant

# Main purpose

The 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

# Duties and 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 the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* 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 vision and values
* 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

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Professional development**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Take part in the appraisal and professional development of others, where appropriate

**Communication**

* Communicate effectively with pupils, parents and carers

**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

**Management of staff and resources**

* Direct and supervise support staff assigned to them, and where appropriate, other teachers
* Contribute to the recruitment and professional development of other teachers and support staff
* Deploy resources delegated to them

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

Other areas of responsibility

* To actively support school activities, such as educational trips, extra-curricular activities and clubs, and parents’ evenings, which may require some out-of-hours availability.
* The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.



# Person specification

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | | |
| Qualified teacher status | ✓ |  |
| Degree | ✓ |  |
| Evidence of continuing professional development | ✓ |  |
| **Skills and Knowledge** | | |
| 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 | ✓ |  |
| Knowledge of guidance and requirements around safeguarding children | ✓ |  |
| Knowledge of effective behaviour management strategies | ✓ |  |
| Good ICT skills, particularly using ICT to support learning | ✓ |  |
| **Personal qualities** | | |
| 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 | ✓ |  |
| Commitment to partnership with governors, parents and the wider community | ✓ |  |
| **Competencies** | | |
| Please note the school’s competencies, which are considered to be essential for all roles, are in the attached Core Competencies document. | ✓ |  |

# Notes:

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

**Core Competencies**

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

**Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

**Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.