

JOB DESCRIPTION

Job Information

Job Title:

Class Teacher

Directorate:

St Paul's Primary School

Grade:

M1 – M6

Organisational information:

Responsible to: Assistant Headteacher

Responsible for: To be decided depending on experience of candidate.

Functional links with: Pupils, staff, parents/carers, SLT, LA offices, Governors, Teachers at other schools and other agencies as necessary.

Purpose of the Post:

- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class.
- To contribute to raising standards of pupil achievement.
- To promote the progress and well-being of every child in the class.
- To undertake the professional duties and responsibilities of a teacher as set out in the current "School Teachers Pay and Conditions" document and the "Teachers' Standards Document".

Core Responsibilities:

- To teach pupils assigned to them and to ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- To role-model the core values and ethos of the school in every aspect of school life.
- Assist in the development of appropriate syllabuses, resources, schemes of work, policies and teaching strategies within the school.
- To ensure the effective and efficient use of any staff that is supporting teaching and learning in the classroom.
- To implement and follow school policies and procedures as approved by the governors and the SLT.
- To set targets for pupils based upon their prior achievement.
- Provide an enabling learning environment where resources can be accessed appropriately by pupils.
- To participate in the performance management process for the evaluation of their own performance.
- To promote outstanding behaviour in accordance with the school's' positive behaviour management policy.
- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school.
- To bring to the attention of the SLT any safeguarding issues or absence concerns and to contribute to solutions.
- To mark/give feedback on work set in school in accordance with the marking policy so that pupils understand how to improve their work.
- To assess, record and report on the attendance, progress, development and achievement of pupils and keep records as required.
- To take part in the school's' staff development programme by participating in arrangements and opportunities for continuous professional development.
- To attend and participate in meetings which relate to the school's' management, curriculum, administration or organisation.
- To work with outside agencies.
- To report to parents on the development and achievement of pupils.

Note: This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

PERSON SPECIFICATION

Job Information:		
Job Title: Key Stage 2 Teacher	Directorate: St Paul's Primary School	Grade: Main Scale
	Essential	Method of Assessment*
Qualification & Experience	<ul style="list-style-type: none"> • To have QTS • Evidence of participation in relevant CPD • Evidence of participation in child protection/safeguarding children training. • ICT literate. 	AF, I
Knowledge and Understanding of the Curriculum	<ul style="list-style-type: none"> • Understanding of safeguarding and child protection procedures • A clear and good understanding of current educational issues, theory and practice, with particular regard to: The National Curriculum Equality and issues relating to pupils' access to learning. • Class Management 	AF, I
Teaching Skills	<ul style="list-style-type: none"> • Evidence of outstanding, successful teaching experience in primary education. • The ability to use ICT effectively to engage pupils. • An understanding of how to use assessment to inform planning for outstanding teaching and learning. • Experience of using APP materials. • Demonstrate consistent and effective planning of lessons to meet pupils' differing learning needs. • Evidence of good classroom management skills. • Ability to create a happy, challenging and enabling learning environment. • Experience of working with and/or developing links with parents and/or the wider community. 	AF, I

Personal Qualities	<ul style="list-style-type: none"> • A willingness to learn and develop new skills. • A desire to make a difference to the lives of young people. • Good written and oral communication skills. • Enthusiastic and positive, approachable, accessible and flexible. • Commitment to Christian values and ethos. • Ability to plan time and organise work effectively. • Ability to work as part of a team towards a common purpose. 	AF, I
Date Person Specification reviewed:	Oct 2022	
Name: E Vautier- Thomas	Date:20.10.22	

*Method of Assessment: AF = Application Form; I = Interview;
S = Selection Method; P= Presentation