



Swingate Primary School
Part of the Bluebell Federation

Job description: Class Teacher

RESPONSIBLE TO: The Headteacher and SLT team

The Governors of Swingate Primary School seek to appoint staff who will contribute positively to a culture of teamwork, collaboration and shared responsibility for high standards and performance in order to ensure the children at Swingate Primary School receive the best possible opportunities they can.

Swingate Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

AREAS OF RESPONSIBILITY

- Take responsibility for a class of children determined by the Headteacher.
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.
- To teach a class of pupils and ensure that the curriculum, planning, preparation, recording, assessment and reporting meets their varying learning and social needs across all Key Stages including Early Years.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- To ensure wellbeing and safeguarding of pupils at all times

Class teachers at Swingate Primary School are expected to be the best teachers they can be, actively seeking to be up-to-date on new initiatives, taking on board advice and support in order to achieve consistently good or better teaching and learning.

ALL TEACHERS ARE EXPECTED TO:

Implement agreed school policies and guidelines;

Support initiatives decided by the Headteacher and staff;

Plan appropriately to meet the needs of all pupils, through differentiation of tasks and appropriate curriculum;

Be able to set clear targets, based on prior attainment, for pupils' learning;

Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;

Keep appropriate and efficient records, integrating formative and summative assessment into planning;

Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;

Report to parents on the development, progress and attainment of pupils;

Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;

Participate in meetings which relate to the school's management, curriculum, administration or organisation;

Communicate and co-operate with specialists from outside agencies;

Make effective use of ICT to enhance learning and teaching

Lead, organise and direct support staff within the classroom;

Participate in the School's Appraisal Procedure for the appraisal of their own performance, providing evidence for how they have met the teachers' standards and/or UPS standards and achieved the agreed pay related targets.

Ensure that the school's Health & Safety procedures are followed and adhered to at all times

CURRICULUM DEVELOPMENT

- All class teachers have responsibility to lead a subject area or aspect of the schools' work and develop plans with identify clear targets and success criteria for its development and maintenance. NQTs are expected to shadow a subject leader for the year.

In addition to the above requirements, the Headteacher may ask the class teacher to take on specific responsibilities for teaching and learning across the school in order to need the current needs of the pupils and school priorities.

- **PERSONNEL SPECIFICATION**

- Has DFE recognised qualified teacher status (unless the Governors agree to implement a DFE recognised qualification programme)
- Has training for/experience of teaching in the Primary sector
- Demonstrates a good understanding of the principles of Primary Education
- Has clear strategies for positive Behaviour Management and Discipline
- Demonstrates commitment to partnership with parents and strategies to foster this
- Has a commitment to their continued professional development
- Is able to cope with change and working with different age ranges
- Has a flexible approach
- Has a good record of attendance and punctuality
- Has a calm, organised approach to planning and establishing a secure learning environment for children
- Has knowledge and understanding of how to develop strategies appropriate to the needs and abilities of the pupils in order to raise their levels of achievement.
- Possesses excellent interpersonal skills, be a good team member and have a good sense of humour.

WORKING ENVIRONMENT

The post will be based within the school buildings and site.

This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.

Teacher: _____

Date: _____

Line Manger: _____

Date: _____

UPS REQUIREMENTS

Teachers on the Upper Pay Scales should also fulfil the Upper Pay Range Accountabilities in addition to the responsibilities outlined in this job description

Specific responsibilities will be agreed each year in consultation with the Headteacher according to the specific needs of the school.

Teachers on UPS are expected to:

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

Additional Responsibilities for Maximum the UPS

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to show that they ensure that they continuously :

Play a critical role in the life of the school

- Working Parties
- Governing Body/ Governor/ Staff Committees
- Leading whole school/Key Stage initiatives
- Leading Teams
- Improving the quality of the learning environment through the standards of displays and celebration of work throughout the school

- Leading/supporting opportunities to engage with parents and the wider community beyond the year group
- Leading opportunities to expand extra-curricular provision
- Leading opportunities to develop the quality and effective use of the outdoor environment
- Leading inclusion initiatives

Provide a role model for teaching and learning.

- Coaching/Mentoring colleagues
- Highly effective subject leadership
- Coaching/Mentoring colleagues
- Leading CPD
- Team Teaching/Lesson Study

Make a distinctive contribution to the raising of pupil standards.

- Coaching/Mentoring colleagues
- Highly effective subject leadership
- Coaching/Mentoring colleagues in an area of subject expertise
- Leading CPD - Team Teaching/Lesson Study
- Initiating/ Leading Narrowing the Gap/Raising Standards initiatives
- Setting up /Supporting Booster Programmes and Clubs
- Seeking out useful CPD providers to raise achievement in target areas

Contribute effectively to the work of the wider team.

- Working Parties
- Governing Body/ Governing Body Committees
- Leading/supporting opportunities to engage with parents and the wider community beyond your year group
- Seek out and drive opportunities for the work of the school to be celebrated more widely e.g. Awards, Competitions

Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.