

Job Description

Post Title: Class Teacher
Grade: Main pay scale: M1 - M6
Responsible to: Headteacher

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
- Act in accordance with the School's and Trust's ethos, policies and practices, under the direction of the Headteacher

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
- Set and mark work to be carried out by pupils in school and elsewhere
- 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 in accordance with the school's child protection and other relevant policies
- 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 and The Elliot Foundation Academy Trust
- Develop effective professional relationships with colleagues
- Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgement.

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, selection, appointment and professional development of other teachers and support staff, as delegated by the Headteacher or Senior Leadership Team
- Deploy resources delegated to you in accordance with school policies

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 leads (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

- As delegated by the Headteacher or Senior Leadership Team, including but not limited to, leadership of a curriculum area
- Delivery of after-school clubs and activities

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.

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

Westwood Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this.

Appointment to these posts will be subject to satisfactory safeguarding pre-employment checks including a barred list check, Disclosure and Barring Service check and references. Online checks will be undertaken for shortlisted applicants prior to interview.

Please note, it is a criminal offence to apply for these posts of employment if you are barred from working with children and young people.

Person Specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status (A) • Degree (A) • Successful primary teaching experience (A)
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum (A)(I) • Knowledge of effective teaching and learning strategies (A)(I) • A good understanding of how children learn (A)(I) • Ability to adapt teaching to meet pupils' needs (I) • Ability to build effective working relationships with pupils (I) • Knowledge of guidance and requirements around safeguarding children (I) • Knowledge of effective behaviour management strategies (I) • Good ICT skills, particularly using ICT to support learning(A)(I)
Professional qualities	<ul style="list-style-type: none"> • Able to reflect and learn (I)(R) • Positive and motivated (I)(R) • Committed to professional development (I)(R) • Ambitious in career development (I)
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school (I)(R) • High expectations for children's attainment and progress (I)(R) • Ability to work under pressure and prioritise effectively (I)(R) • Commitment to maintaining confidentiality at all times (I)(R) • Commitment to safeguarding and equality (I)(R)
Other	<ul style="list-style-type: none"> • The ability to converse at ease with pupils, parents/carers and members of the public and to provide information and advice in accurate spoken English is essential for the post. • To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in your work with pupils.

A: Application I: Interview R: Reference

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