

Class Teacher - Job Description

To plan and implement learning activities in accordance with school requirements
To plan as part of a year group, contributing ideas and sharing resources with colleagues
To maintain records and carry out assessment activities in accordance to school requirements
To provide oral and written assessments, reports and references relating to individual pupils
To contribute to positive behaviours throughout the school, encouraging all pupils to maintain high standards of behaviour
To inform the Head Teacher or Designated Safeguarding Lead of any concerns about any of the children in your care
To provide a nurturing and stimulating classroom environment for all children
To enrich the curriculum with trips and visits to enhance the learning experience for all children
To direct and supervise support staff assigned to pupils with additional needs and/or lessons
To participate in teacher appraisal procedures
To keep professional skills up to date and be committed to Continuing Professional Development
To mark attendance registers and take an active role in promoting good attendance in accordance with school requirements
To follow school procedures and implement policies to promote the ethos of the school
To attend staff meetings and participate in INSET activities as required
To be responsible for monitoring and reporting to parents/carers on the progress of pupils in accordance with school requirements
To liaise with school staff, parents and other professionals to support pupils' learning
To be responsible for the pastoral needs of pupils and promote their mental health and well-being through offering guidance and advice, and by monitoring their social and emotional development
To promote the safeguarding and health of the whole school community when on school premises or when engaged in school activities elsewhere
To ensure equal opportunities and the principles of inclusion inform the teaching and learning process

Signed – Postholder: _____ Date: _____

Signed: Headteacher: _____ Date: _____

Class Teacher - Person Specification

CRITERIA	Essential	Desirable
Qualifications:		
Qualified Teacher Status (QTS)	✓	
Post graduate qualification/s in relation to education		✓
Experience:		
Teaching experience in EYFS or KS1 and KS2		✓
Teaching experience across all key stages		✓
Clear understanding of the National Curriculum across key stages	✓	
Effective deployment of support staff	✓	
Positive contributions to wider school life and ethos of the school	✓	
Knowledge & Skills:		
Inspirational teacher with proven impact on pupils progress		✓
Understanding of how pupils learn and how this impacts on teaching	✓	
Planning of an engaging curriculum with lessons that inspire, motivate and challenge pupils of all abilities	✓	
Commitment to ensuring the highest possible attainment for all pupils	✓	
Ability to interact positively and empathetically with all pupils	✓	
Understanding of a range of additional needs (SEND) and how to effectively support children both academically and emotionally	✓	
Adapt teaching to respond to the strengths and interests of children	✓	
Set and maintain high expectations and promote positive values	✓	
Support the mental health and wellbeing needs of children	✓	
Regard for the need to safeguard pupils' wellbeing and understanding of professional and statutory responsibilities	✓	
Positive behaviour management and consistently high expectations of all	✓	
Create a stimulating learning environment and organised classroom	✓	
Experience of target setting, planning, assessment and record keeping	✓	
Establish effective and professional relationships, work in a team and be self-motivated to research and share new ideas	✓	
Strong communication skills including diplomacy and sensitivity, with all members of the school community	✓	
Maintain professionalism and uphold the school's reputation at all times	✓	
Personal Qualities:		
Resilient, confident, self-motivated and committed	✓	
Excellent organisational skills and ability to meet deadlines	✓	
Flexible and willing to adapt to meet the needs of the school	✓	
Commitment to continued professional development	✓	
Additional language, sport skills, creative or musical talents		✓