

MILBY PRIMARY SCHOOL
Class teacher job description

Responsible to	<ul style="list-style-type: none"> • The Headteacher in all matters • The relevant member of the school leadership team in respect of curriculum and pastoral matters
Safeguarding	<ul style="list-style-type: none"> • Work in accordance with Keeping Children Safe in Education (DfE 2024), the school's safeguarding and child protection policies, the Staff Code of Conduct and all general safeguarding policies and practices of the school • Attend safeguarding training, as directed by the Headteacher • Promote and protect the health, safety and welfare of pupils, visitors and staff
Duties and responsibilities specific to the post	<ul style="list-style-type: none"> • Consistently meet and demonstrate the Teachers' Standards • Teach classes or groups of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs • Set challenging targets, based on prior attainment, for pupils' learning • Plan appropriately to meet the needs of all pupils, including differentiation of tasks • Ensure children make good progress in relation to their starting points and achieve national age-related expectations • Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; at all times (in-school or out-of-school activities) • Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils • Effectively plan for, organise and direct the work of support staff within the classroom, giving feedback as required • Monitor and support the overall progress and development of pupils • Keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning • Report to the headteacher, senior leaders/managers, governors and parents on the development, progress and attainment of pupils • Share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment • Contribute to raising standards of pupil attainment across the school • Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area • Contribute to the achievement and implementation of school improvement plans • Implement and work in accordance with agreed school policies and guidelines • Support initiatives decided by the Headteacher and senior leaders • Actively take part in and contribute to meetings and related activities

	<ul style="list-style-type: none"> • Cooperate with and, where appropriate, advise the headteacher and other colleagues in the review, development and management of a subject /theme across the school • Communicate and co-operate with specialists from outside agencies • Participate in the appraisal system for their own performance, or that of other teachers and/or teaching assistants • Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
Post-threshold	<p>In addition to the above, post-threshold teachers will:</p> <ul style="list-style-type: none"> • Actively support the development of colleagues including mentoring and coaching • Make a substantial and sustained contribution (specifically agreed through appraisal systems) to the raising of pupils' standards and achievement across the school • Continue to develop their expertise and provide regular coaching and mentoring to support the work of the wider school team
Curriculum responsibilities (not applicable for NQTs)	<ul style="list-style-type: none"> • Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the agreed curriculum areas • Develop own expertise in the agreed curriculum areas • Keep abreast of the agreed curriculum areas through research, CPD etc • Act as a consultant to other staff, including the Headteacher • Produce, in consultation with colleagues, written policies and guidance and lead staff in the discussion of policy and guidance • Oversee the effective use of curriculum resources in the agreed curriculum areas • Coach colleagues to ensure good practice in the agreed curriculum areas • Monitor and assist in the evaluation of the delivery of the agreed curriculum areas across the school • Network and liaise with colleagues in other schools to ensure equity and continuity in the agreed curriculum areas
Other responsibilities	<ul style="list-style-type: none"> • Maintain the positive ethos and core values of the school at all times, both inside and outside the classroom and school • Support initiatives decided by the Headteacher to aid school improvement • Attend and contribute to team meetings or training, as directed • Work in accordance with all policies and procedures relating to confidentiality, personal data and the Data Protection Act (1998) and General Data Protection Regulations (2018) • Carry out all reasonable requests of the Headteacher and senior leaders • This job description may be amended at any time following discussion between the Headteacher and member of staff

PERSON SPECIFICATION – CLASS TEACHER

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status (including skills tests if applicable) 	<ul style="list-style-type: none"> • Other relevant qualifications, e.g. post-graduate study, coaching, maths specialist teacher etc
Experience	<ul style="list-style-type: none"> • Recent successful teaching/practice at primary level 	<ul style="list-style-type: none"> • A range of experience and year groups across the primary phase
Personal qualities	<ul style="list-style-type: none"> • Awareness of individual responsibilities related to safeguarding and willingness to work in accordance with all relevant policies • Consistently high expectations of self and others including personal presentation and professionalism • Positivity, flexibility, creativity and passion for teaching • Proven ability to work effectively as part of a team and form positive relationships • Willingness to contribute to the wider school community through a 'can do' attitude 	<ul style="list-style-type: none"> • Other interests and passions that they are willing to share with others
Skills	<ul style="list-style-type: none"> • Proven ability to ensure pupils make progress and achieve well over time • Able to demonstrate high quality teaching and learning that motivates and engages all pupils • Evidence of effective planning to meet a range of pupils' needs • Accurate assessment of learning that is used effectively to inform next steps/future learning • Excellent classroom organisation and behaviour management • Effective use of ICT to support learning and communication 	<ul style="list-style-type: none"> • Experience of coordinating a curriculum area/theme across the school • Experience of leading professional development activities for other adults
Knowledge and understanding	<ul style="list-style-type: none"> • Secure knowledge and understanding of safeguarding and child protection issues • Knowledge of how to cater for a range of children's needs including the more able, disabled, SEN and other groups • Thorough knowledge and understanding of effective assessment for learning 	<ul style="list-style-type: none"> • Evidence of other recent training or continuing professional development