**Job Description and Person Specification – Class Teacher – Malmesbury Primary School**

**Job details**

**Job title:** Class teacher

**Salary:** Main pay scale

**Hours:** 32.5

**Contract type:** Full time, permanent

**Reporting to:** The Senior Leadership Team

**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

**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
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests
* Plan, resource and teach lessons that enable pupils of all abilities to succeed
* Create engaging and stimulating learning environments that follow the school’s expectations

**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 values and vision
* 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, or at break time or lunchtime

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils
* Undertake necessary first aid training and duties, as required by the school
* 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
* Where appropriate, take part in the appraisal and professional development of others

**Communication**

* Communicate effectively with staff, 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
* Develop effective professional relationships with colleagues

**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 and professional development of other teachers and support staff
* Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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.

**Person specification**

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| **Criteria** | **Qualities** |
| **Qualifications and experience** | Qualified teacher status DegreeSuccessful primary teaching experience  |
| **Skills and knowledge** | Knowledge of the 2014 National Curriculum across the primary phaseKnowledge of effective teaching and learning strategiesKnowledge of how to devise an engaging, cross-curricular and experiential curriculumKnowledge of a range of assessment procedures, including formative and summativeKnowledge of how to create a secure, happy and stimulating environment, including the management of behaviourKnowledge of how to create a secure, happy and stimulating environment, including the management of behaviourA good understanding of how children learnAbility to adapt teaching to meet pupils’ needsAbility to build effective working relationships with pupils, staff and parentsKnowledge of guidance and requirements around safeguarding childrenKnowledge of effective behaviour management strategiesGood ICT skills, particularly using ICT to support learningSpecialist skills that contribute to the school’s cross curricular and extra-curricular provision |
| **Personal qualities**  | A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolHigh expectations for children’s attainment and progressAbility to work under pressure and prioritise effectivelyAbility to work within a teamWillingness to engage in both internal and external professional development opportunitiesExcellent communicator and able to forms bonds with staff, pupils and parentsHigh standards of professionalism, integrity and use of initiativeWillingness to be involved in the wider school communityCommitment to maintaining confidentiality at all timesCommitment to safeguarding and equality |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** *15/9/20*

**Next review date:** *15/9/21*

**Headteacher/line manager’s signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_