

Class Teacher Job Description and Person Specification

Post title:	Class Teacher
Site:	Oulton Primary School
Pay range:	MPR/UPR
Line manager:	Headteacher
Supervisory responsibilities:	Support staff in classroom

Job Description

Core purpose

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012) (Updated 2013). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Oulton Primary School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining Oulton Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Oulton Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Oulton Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Duties and responsibilities

Teaching

Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.

Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.

Be accountable for the attainment, progress and outcomes of pupils' you teach.

Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.

Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).

If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics .

Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.

Make accurate and productive use of assessment to secure pupils' progress.

Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.

Use relevant data to monitor progress, set targets, and plan subsequent lessons.

Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.

Be responsible and accountable for achieving the highest possible standards in work and conduct.

Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.

Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.

Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).

Take responsibility for promoting and safeguarding the welfare of children and young people within Oulton Primary School.

To abide to the principles of Safer Working Practice

To safeguard all children- this is the key priority of every role in school

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Behaviour and Safety

Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.

Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

Have high expectations of behaviour, promoting self-control and independence of all learners.

Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.

Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following Oulton Primary School protocol/procedures.

Team working

Participate in any relevant meetings/professional development opportunities at Oulton Primary School, which relate to the learners, curriculum or organisation of Oulton Primary School including pastoral arrangements and assemblies.

Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.

Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.

Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

Administration

Register the attendance of and supervise learners, before, during or after Oulton Primary School sessions as appropriate.

Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

Professional development

Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.

Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.

Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

Wider responsibilities

Work collaboratively with others to develop effective professional relationships.

Deploy support staff effectively as appropriate.

Communicate effectively with parents/carers with regard to pupils' achievements and well-being using Oulton Primary School systems/processes as appropriate.

Communicate and co-operate with relevant external bodies.

Make a positive contribution to the wider life and ethos of Oulton Primary School.

To have professional regard for the ethos, policies and practices of Oulton Primary School in which you teach, and maintain high standards in your own attendance and punctuality.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ Date / /

Signature of Oulton Primary School _____ Date / /

Person Specification
Class Teacher

Qualifications

Qualified teacher status or recognised equivalent (application form).

Experience

Teaching experience with the age range and/or subject(s) applying for.

Knowledge and skills

1. The ability to effectively:
2. Create a stimulating and safe learning environment
3. Establish and maintain a purposeful working atmosphere.
4. Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and Oulton Primary School own policies.
5. Assess and record the progress of pupils' learning to inform next steps and monitor progress.
6. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
7. Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
8. Encourage children in developing self-esteem and respect for others.
9. Deploy a wide range of effective behaviour management strategies, successfully.
10. Communicate to a range of audiences (verbal, written, using ICT as appropriate).
11. Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.

Commitment

Demonstrate a commitment to:

1. Equalities
2. Promoting the school's vision and ethos
3. High quality, stimulating learning environments
4. Relating positively to and showing respect for all members of the school and wider community
5. Ongoing relevant professional self-development
6. Safeguarding and child protection