NAME	DATE

Job Description - Class Teacher M.P.S.

Specific Responsibility:

Main Purposes

- To carry out the professional duties of a main grade teacher as defined in the School Teachers Pay & Conditions Document
- To apply high professional standards in whole school responsibility and contribute to improvement initiatives and school development planning as required
- To discharge other duties as required by the Headteacher within the scope and status of the post.

Policy and Legal Framework

The teacher will work within the framework of:

* School Teachers Pay & Conditions Document
* The latest national legislation of the National Curriculum
* School Policies, schemes on the curriculum and school organisation.
* LDBS and Borough policies, in particular those relating to curricular aims and principles and to the equality of opportunity.

To whom responsible: Headteacher

Line Manager: Assistant Headteacher

Main Grade Activities and Responsibilities

CORE TEACHING SKILLS

1. Curriculum Knowledge and Planning:

a) Plan using knowledge of school policies, schemes of work and the National Curriculum requirements for the relevant curricular areas.
b) Plan differentiated work to meet the needs of individuals and groups providing progression and continuity.
c) Communicate learning objectives supported by appropriate activities.
d) Take account of the personal, social and emotional needs of pupils and those deemed to be vulnerable
e) Plan to manage pupil behaviour.
f) Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
g) Consult and plan with learning support staff, non-teaching staff and outside agencies, as appropriate.
h) Liaise with the SENCO to ensure that the Code of Practice is implemented fully.

2. Assessing, recording and reporting:

a) Monitor and assess pupils' work effectively using positive formative methods.
b) Ensure pupils' work is marked in a way that will help the pupil to understand how to further improve and actively involve pupils in the assessment process.
c) Use a variety of methods to assess pupils' learning and development according to National Curriculum requirements and school policy.
d) Use assessment to identify individual needs and to inform planning
e) Keep records of pupils' progress in line with school policy and statutory requirements.
f) Establish good relationships with parents to promote pupils' learning and development.
g) Carry out identified tests and compile and submit necessary information as required
h) Report achievement in line with school policy and statutory requirements.

3. Classroom Management:

a) Ensure the classroom is prepared and resourced for an active programme of learning before the start of each school session.
b) Maintain a stimulating, informative environment displaying pupils' work appropriately.
c) Organise an efficient and effective learning environment which enables children to be self-reliant and independent.
d) Teach pupils to take responsibility for resources and the environment.
e) Use a variety of suitable teaching and learning styles.
f) Gain and hold pupil attention through verbal and non-verbal strategies.
g) Ensure that the beginnings and endings of sessions and transitions from one activity to another are smooth.
h) Communicate clear expectations to pupils giving unambiguous instructions and explanations.
i) Communicate personal enthusiasm and stimulate and maintain interest in learning.
j) Manage appropriate and inappropriate behaviour to sustain a purposeful working atmosphere.
K) Be responsible for knowing, understanding and adhering to our Child Protection and Safeguarding Policy and Procedure. (Please refer to Safeguarding Policy)
l) Report any CP concerns promptly to the Designated Safeguarding Person
m) Encourage the children to strive for excellence in work and behaviour.

MANAGEMENT SKILLS

4. Managing people:

a) Be responsible for the management of any Teaching Assistant or Support Staff who may be working with the class, promoting a positive working relationship and reporting any difficulties to the Leadership Team promptly.
b) Co-operate with all members of staff, parents and outside agencies in addressing the needs of children.
c) Communicate with parents of pupils in the class in order to discuss children's work or any other matters that arise. Document such information for the schools official records where appropriate.
d) Work with all members of staff and parents and children to ensure that the school's behaviour and discipline guidelines are implemented and to work at all times towards the happy, self-disciplined child.
e) Attend and take a constructive part in staff meetings, INSET days and any other school INSET sessions.
f) Attend meetings and Parents Evenings as required and agreed
g) Take and lead year group, Key Stage and whole school assemblies when required.(Not applicable to ECT's)

5. Managing a subject area: (not applicable to ECT's)

a) To take a lead in a subject area (non-core) as agreed with the Leadership Team, by supporting staff in policy development and practice in this area.
b) To monitor this area through data analysis, work scrutiny, pupil conferencing, discussion with staff, and any other ways.
c) To advise other members of staff on the resources available and to monitor their use
d) To contribute to the formulation of the School Improvement Plan.

6. Managing Finance: (not applicable to ECT's)

a) Order resources for a specified area of responsibility under the guidance of the Assistant Headteacher or Headteacher.
b) Maintain financial records of resources and work within a set budget.

7. Managing Information:

a) Note all messages left on the staffroom white board/ weekly Bulletin. Note and respond to all communications sent via the class register/ email.
b) Ensure that accidents, behavioural incidents, racist incidents are properly reported and recorded and any issues of Health & Safety are reported to the Senior Management or named H&S co-ordinator (the School Business Manager).
c) Demonstrate an awareness of the schools' policies.
d) Ensure that the Headteacher is kept informed of significant positive and negative issues related to the class.

GENERAL

8. Personal effectiveness:

a) Evaluate and review one's own teaching methods having regard for current educational practice and a whole school approach which supports the children's learning at all times.

b) Set high standards of punctuality and attendance. To be on time for the teaching sessions and to be in class to greet the pupils at the start of teaching sessions.

c) Keep up to date with current educational thinking and practice, by studying, reading and by attendance at appropriate courses, workshops and meetings as school duties allow.

d) Be able to communicate effectively both verbally and in written form on a specified area of responsibility.

e) Use PPA and any other classroom release time profitably for the betterment of the children's education and be able to account for this time as requested.

9. Whole school commitment:

a) To demonstrate a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in the school year.

b) To undertake, with all other members of staff, general responsibilities concerned with the day to day running of the school.

c) To be supportive of the school's extra-curricular activities.

d) To take an active part in the school's involvement with the wider community.

e) To ensure the children's safety.

f) To uphold the Christian ethos of the school

This job description will be reviewed on an annual basis. In addition, it may be amended at anytime, after consultation with you.

The teacher should sign both copies of this job description, one to be retained and one for the Headteacher.

Signed ..... Date .....

Signed ..... Date .....

St John's Church of England School

PERSON SPECIFICATION

(To be read in conjunction with Job Description)

CRITERIA	ESSENTIAL	DESIRABLE
Qualified teacher status as recognised by the D.F.E.	**Yes**	
Training relevant to the primary age range	**Yes**	
Effective class teacher proven through experience teaching children of the appropriate age range. (For ECT's, this can refer to your teaching experience during your training.)	**Yes**	
Commitment to equal opportunities for all.	**Yes**	
Commitment to working with parents as partners in their children's education.	**Yes**	
Have an understanding of and be committed to the safeguarding of all pupils	**Yes**	
Knowledge, understanding and commitment to high quality teaching and learning.	**Yes**	
Commitment to children being independent learners.	**Yes**	
Understanding of the use of data in ensuring quality of provision and pupils progress	**Yes**	
Personal qualities – caring and enthusiastic, a sense of humour, ability to maintain confidentiality, ability to communicate effectively with all children and adults, flexible and professional approach to work, enjoy working and contributing within teams.	**Yes**	
Commitment to your own professional development.	**Yes**	
We are interested in hiring the best teacher available and will, therefore, welcome his/her particular personal subject knowledge, talents and interests as an asset for our school.	**Yes**	
Have other curriculum interests	**Yes**	
Commitment to the Christian ethos of the school	**Yes**	