

## **ROBIN HOOD JUNIOR SCHOOL**

### **JOB DESCRIPTION FOR KS2 CLASSTEACHER**

#### **Class teaching responsibilities:**

- Carry out the duties of a class teacher as set out in the current School Teachers' Pay & Conditions Document.
- Have a clear understanding and knowledge of curriculum development for this age range and update this as part of your continuing professional development.
- Have the ability to plan and differentiate to meet the needs of all the children in your care, based on the New National Curriculum
- Assist the Head teacher and Senior Leadership Team in sharing good practice.
- Work closely with your year group team and support staff in creating a welcoming and engaging learning environment, which meets the physical, emotional, social and educational needs of the children.
- Take responsibility for assessment and target setting including through Individual Education Plans, in conjunction with the SENCo.
- Support the Head teacher and Senior Leadership Team in the pastoral care of all the children in the school, and in maintaining good relationships with all stakeholders, including parents, Governors, LA and the local and wider community.
- Maintain good links with parents, carers and external agencies including with Infant and High School Staff where necessary
- Be supportive of all aspects of school life, including sharing responsibility for behaviour and Health and Safety
- Follow and support all agreed school policies, particularly those relating to Teaching and Learning, SEN, Equal Opportunities, Assessment, Safeguarding, Behaviour and Anti-bullying.
- Engage fully with the appraisal process
- Carry out such duties as may be specified by the Head teacher or the Governing Body or which may be called for in light of current and future legislation.

**If your role includes Curriculum Subject Leader, it is expected that:**

- You will ensure that the requirements of any National Curriculum or other statutory framework are implemented with high expectations for all pupils.
- You will be interested and enthusiastic in promoting your area of responsibility
- You will be responsible for formulating and updating policy and procedures for the school in consultation with staff and governors.
- You will ensure coverage, continuity and progression and regular monitoring of planning and teaching and learning, with feedback to staff and leadership.
- You will monitor standards of teaching and learning in your curriculum area and take steps to improve these where necessary.
- You will ensure that methods of assessment and record keeping are developed and maintained in accordance with school policies.
- You will analyse and report on any whole school assessment data and use this to inform planning in your curriculum area
- You will participate in an annual curriculum audit, preparing a report reviewing your subject area. From this you will create an action plan to which will contribute to the School Development Plan, as required.
- You will help, support, encourage and advise colleagues when and where needed, including opportunities for INSET.
- You will keep up to date with current initiatives in your curriculum area, attending co-ordinator meetings and any other courses and meetings that are appropriate and keeping the Head and other staff informed.
- You will ensure that the policy and practice in your curriculum area takes into account multicultural issues, equal opportunities, Special Educational Needs; the needs of More Able pupils and Every Child Matters.
- You will liaise with other co-ordinators to ensure an awareness of cross curricular issues and ICT applications.
- You will ensure that resources are available, maintained and match the topics in the scheme of work.
- You will liaise with Infant School and High School Staff where necessary or with any other agencies relevant to your curriculum area.
- You will inform and support newly appointed staff in respect of school policy and practice in your curriculum area.
- You will support all staff helping them to develop confidence and competence in your area.

Signed \_\_\_\_\_ Teacher      Date \_\_\_\_\_

Signature of Head teacher \_\_\_\_\_ Date \_\_\_\_\_

**Robin Hood Junior School**

**Person Specification KS2 Classteacher**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified Teacher status	Evidence of continuous CPD and commitment to further professional development.
<b>Experience</b>	<ul style="list-style-type: none"><li>• An effective classroom practitioner in the Primary phase.</li><li>• Experience of teaching in KS2.</li><li>• Working as part of an effective team.</li></ul>	Experience of leading and managing a class team and subject.
<b>Knowledge and Understanding</b>	Can demonstrate: <ul style="list-style-type: none"><li>• an understanding of the characteristics of good and outstanding teaching &amp; learning</li><li>• a commitment to raising standards</li><li>• a thorough knowledge and understanding of the National Curriculum and its associated assessment arrangements.</li><li>• willingness and ability to reflect upon their own performance as a teacher.</li><li>• good organisational skills and the ability to prioritise tasks, set tasks and monitor effectiveness.</li><li>• the effective use and application of IT</li><li>• effective practice which promotes an inclusive educational environment.</li></ul>	
<b>Skills</b>	Be able to: <ul style="list-style-type: none"><li>• promote the school's aims and values positively,</li><li>• develop good personal relationships within a team;</li><li>• establish and develop close relationships with parents, governors and the community;</li><li>• communicate effectively (both orally and in writing) to a variety of audiences;</li><li>• create a happy, challenging and effective learning environment..</li></ul>	To be able to work effectively with professionals from a variety of agencies.
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• Motivated</li><li>• Adaptable and flexible</li><li>• Reflective</li><li>• Enthusiastic</li><li>• Organised</li><li>• Committed</li><li>• Considerate</li></ul>	