Class Teacher

Job purpose including main duties and responsibilities

In addition to the General Professional duties set out in the School Teachers' Pay and Conditions Document the following duties are attached to the post of Class Teacher.

Main objectives of the post:

General Responsibility

1. To be the class teacher of the allocated class, displaying a high level of professional ability.

2. To be responsible for the education and welfare of this group of children in accordance with the Terms and Conditions of Employment, having due regard to the requirements of the National Curriculum and Academy policies.

3. To be responsible for planning, assessing and evaluating the work of each child and keeping appropriate records.

4. To ensure that a high standard of physical and emotional care for all children is maintained.

5. To maintain an effective working environment displaying children's work and relevant resource material attractively.

6. To provide advice and support to parents about their child's development.

7. To ensure every effort is made to develop and maintain good relationships with parents and the local community.

8. To assist with the running of extra-curricular activities, where appropriate, in conjunction with other members of staff.

9. To share in the corporate responsibility for the well-being and discipline of all pupils. All staff have corporate responsibility for all children.

10. To enforce the Academy and School Behaviour Policy as agreed by staff and governors to ensure good conduct and behaviour of all the children in school.

11. To be able to deal with challenging behaviour.

12. To successfully lead a curriculum subject or area of learning, depending on experience.

13. To establish links with the community and outside agencies e.g. Pre-school settings.

14. To undertake relevant training and professional development in line with the school development plan.

Person Specification

Qualifications & Education	E/D
Qualified Teacher Status	E
Evidence of recent relevant training	E
Evidence of continued professional development	E

Experience, Knowledge and Skills	E/D
Teaching a wide ability range, high achievers and children with learning difficulties	E
Teaching across the primary phase	D
Planning for school improvement and managing a curriculum budget	D
Preparation and administration of statutory National Curriculum tests	D
Building community links	D
Successful leadership of a curriculum subject or area of learning	D
Highly effective lesson planning, assessing, record keeping and reporting	E
Create an attractive, highly stimulating learning environment, taking into account the needs of all children	E
Uses pupil targets and success criteria to promote pupil progress	E
Knowledge of statutory National Curriculum requirements for the EYFS, Key Stage 1 and 2	E
Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health and Safety, Inclusion and Child Protection	E
Able to organise and manage time effectively	E
The ability to work as a cohesive team member offering support to colleagues and leading by example	E
High professional skills: reflective, enthusiastic, respectful, confidential, eagerness to learn	E
The ability to establish and maintain good relationships with pupils, staff, parents and governors	E
The ability to use IT effectively to promote good teaching and learning	E
Secure strategies that make learning exciting for children within a nurturing atmosphere	E
Clear written and spoken English to communicate effectively with a range of audiences	E

Personal Attributes	E/D
Resilient, flexible and open to change	E
An ability to stay calm under pressure	E
An ability to think strategically and creatively	E
An ability to solve problems within the framework of the policies in the academy	E
Excellent communication skills (written, oral and presentation)	E
A commitment to safeguarding and promoting the wellbeing of children	E
Ability to contribute and work as part of a team	E
Professional, honest and loyal	E
A commitment to improving the learning, wellbeing and safety of pupils	E
A commitment to equality and inclusion	E
An ability to build and maintain purposeful relationships	E
Open to training to improve professional practice	E

Special Requirements	E/D
Be able and willing to work outside normal hours, if required, in order to meet the demands of the role	E
Suitability to work with children	E

KEY

E/D Essential or Desirable