



West Byfleet Infant School

We Belong, Inspire, Succeed

Job details

Job title: Class teacher

Salary: M1 to M6 £26,948 - £38,174 and UPS 1 – 3 £39,864 - £42,780

Hours: 100/100ths

Contract type: Full Time

Reporting to: Key Stage Leader

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>
- Meet the expectations set out in the Teachers' Standards
- Safeguard and promote the welfare of children and young people and follow school policy and staff code of conduct

Duties and responsibilities

Teaching

- Identify child safeguarding concerns by being vigilant for signs of abuse or neglect. Take appropriate action and report concerns to the DSL and follow the school's child protection and safeguarding policies.
- Maintain an attitude of 'it could happen here' when it comes to child protection.
- Create an inclusive classroom, with responsibility and accountability for the learning and progress of all pupils including those with additional needs (SEND)
- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Ensure planning and assessments are used effectively to move the learning of all pupils forward
- 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 all pupils
- Set high expectations which inspire, motivate and challenge all pupils
- Promote good progress and outcomes by all pupils
- Demonstrate good subject and curriculum knowledge, and take up the role of Subject Leader in accordance with the organisation of the school and the requirements of the responsibilities for this role.



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- To create a well maintained learning environment with working wall to enhance learning, and vibrant displays to celebrate the achievements of all pupils
- Participate in arrangements for preparing pupils for external tests

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 and consistency across school

Health, safety and discipline

- Promote the safety and wellbeing of pupils, and ensure our school environment is safe for all.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment, free from bullying.
- Follow the school behaviour policy and code of conduct to ensure a positive 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 pupils, parents and carers
- Remain professional at all times and show respect

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 all colleagues across school and when working with other professionals outside of school

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



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- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Ensuring that personal beliefs are not expressed in ways that exploit pupils' vulnerability or might lead them to break the law.

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, under the direction of the Headteacher
- Deploy resources delegated to them

Other areas of responsibility

Subject Leadership: Strategic Development

- To create a subject development plan which contributes positively to the achievement of the school improvement plan, involving teachers in its design and execution.
- To assist the Key Stage Leader/SLT member in the annual review of the standards of leadership, teaching and learning in the subject area.
- To develop and implement policies and practices for the subject, which reflect the school's commitment to high achievement through effective teaching and learning.
- To analyse and interpret national and local data effectively to inform policies, practices and appropriate targets for improvement, and to identify pupils who are underachieving in the subject, where necessary creating and implementing effective plans of action to support those pupils.
- To promote an understanding of the role of the subject in contributing to pupils' overall development and preparing them for the opportunities and responsibilities of adult life.
- To monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Prepare and review information the governing board is required to publish where necessary
- To liaise with the headteacher, senior managers and governors to ensure that they are well informed about subject development plans, priorities, targets and progress.

Subject Leadership: Teaching and Learning

- To ensure appropriate curriculum coverage, continuity and progression in the subject, providing guidance on appropriate teaching and learning methods to meet the needs of all pupils.
- To implement clear policies and practises for assessing, recording and reporting on pupil achievement and to ensure that this information is used effectively by teachers to evaluate pupil progress and ensure improvements.
- To engage all teaching staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.
- To evaluate the teaching of the subject in the school, using this analysis to identify effective practice and areas for development to improve further the quality of teaching.
- To work with the Inclusion Leader and any other staff with SEN expertise to ensure that the needs of pupils with special educational needs are appropriately responded to.
- To liaise with the headteacher, senior managers and governors to ensure that they are well informed about subject development plans, priorities, targets and progress.



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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.

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

Person specification

Criteria	Qualities
Skills and knowledge	<p>Knowledge of the National Curriculum</p> <p>Knowledge of effective teaching and learning strategies</p> <p>A good understanding of how all children learn</p> <p>Ability to adapt teaching to meet all pupils' needs</p> <p>Ability to build effective working relationships with all pupils</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of effective behaviour management strategies</p> <p>Good ICT skills, particularly using ICT to support learning</p>
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>High expectations for children's attainment and progress</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>To work as part of a team and build strong relationships with all stakeholders</p> <p>To be a role model at all times, living out the school ethos and values</p>

Last review date: *January 2020*

Next review date: *January 2022*

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____