



Class Teacher Job Description and Person Specification

Job Title: Class Teacher

Scale: Main Pay Scale (M1-M6, depending on experience).

Responsible to: The Head Teacher and the Governing Board of the school

Relationships: Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other External Professionals

Take responsibility for a class of children determined on an annual basis by the Head Teacher and in accordance with the duties listed below:

- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Promote the school's vision.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Leadership of a foundation subject, working in partnership with staff to ensure that the taught curriculum is of a high-quality and inspires pupils.

As a Class Teacher:

The Class Teacher will:

- Implement agreed school policies and guidelines
- Support initiatives decided by the Head Teacher and staff
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be able to set clear targets, based on prior attainment, for pupils' learnings
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
- Report to parents on the development, progress and attainment of pupils.
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and cooperate with specialists from outside agencies
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom

- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

Person Specification: Greenvale Primary School

Post Title: Class Teacher

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
Experience		
Will have had some experience of working with pupils with additional needs through prior teaching or training placements	✓	
Professional Knowledge and Understanding		
Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages	✓	
A sound knowledge and understanding of the Foundation Curriculum	✓	
An understanding of the Primary Curriculum (2014)	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching	✓	
Familiarity with Key Stage 2 Standardised Attainment	✓	
Tests Understanding of commitment to effective procedures in:	✓	
<ul style="list-style-type: none"> • Safeguarding • Behaviour • Equal opportunities 		
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Experience in leading and developing a subject area	✓	
Familiarity/awareness of writing and delivering effective Individual Education Plans for pupils with SEN	✓	
Professional Skills and Abilities		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	

Professional Skills and Abilities (continued)	Essential	Desirable
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils' learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	
Personal Qualities		
Must show a willingness to engage parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
The ability to inspire and motivate learners	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own workload effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

School Address: Greenvale Primary School, Sandpiper Road, South Croydon, CR2 8PR

Tel: 020 8651 2833, Option 2

Email: dbowden@greenvale.croydon.sch.uk

Website: www.greenvale.croydon.sch.uk

Head Teacher: Dan Bowden