

Class Teacher Job Description

Post Title:	CLASS TEACHER
Purpose:	<ul style="list-style-type: none"> To carry out the professional duties of a teacher under the teacher's contract, ensuring the education and welfare of a class/group of pupils, having due regard to the school's aims, values and curriculum.
Reporting to:	The Headteacher
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> Displaying commitment to the ethos and success of the school. Contributing to the school's process of self-evaluation and development Being familiar with the school's systems, structures, policies and procedures. Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability. Plan appropriate, stimulating teaching to achieve progression and enjoyment of learning through a high-quality learning environment. Promote and safeguard the welfare of children
Knowledge and Understanding	<ul style="list-style-type: none"> Primary teaching experience. A high standard of classroom practice. High expectations for all learners Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, and specifications for all relevant areas of the Curriculum Use detailed subject knowledge to deal effectively with subject-related questions raised by pupils and the common misconceptions that they hold – thereby deepening the pupils' knowledge and understanding. A thorough understanding and knowledge of assessment for learning A good understanding of effective techniques for behaviour management Knowledge and experience of up to date developments in IT and E-Learning
Planning, Teaching, Learning & Classroom Management	<ul style="list-style-type: none"> Establish and maintain a high standard of discipline in line with the schools behaviour systems. Plan and deliver lessons which are well structured, provide appropriate support and challenge for all groups of pupils, based on effective assessment for learning ensuring all children reach their potential. Use a creative approach to curriculum planning, that develops knowledge and skills. Set high expectations that inspire, motivate and challenge all pupils. Direct and guide support staff around the needs of children within the class. Set clear targets which build on prior attainment. Identify and meet the needs of all groups of pupils including SEND.

	<ul style="list-style-type: none"> • Make effective use of assessment and ensure coverage of specific skills, attitudes, and knowledge. • Ensure effective teaching and best use of available time. • Plan, monitor and evaluate interventions to ensure good progress for all pupils. • Use a variety of teaching methods to: <ol style="list-style-type: none"> 1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary. 2. Use effective higher order thinking and questioning skills. 3. Select appropriate learning resources and use of ICT. 4. Ensure pupils enjoy and are engaged in their learning whilst making excellent progress. • Evaluate own teaching and act on feedback critically, drawing on development opportunities to improve effectiveness. • Use Planning, Preparation and Assessment time effectively, delivering learning in accordance with the curriculum, national guidelines and the school's strategy. • Ensure adaptive teaching is implemented so lessons can be accessed by all pupils • Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment • Make effective use of data to ensure pupils make appropriate progress. • Identify those with Special Educational Needs, implement planned programmes and seek appropriate support from other professionals. • Set homework to consolidate and extend learning. • Mark and monitor class work and homework providing feedback in line with policy and use the results for future planning, teaching, and learning. • Write high quality and informative individual, positive, honest annual reports to parents/carers and discuss pupil's progress and welfare at parents' meetings and other occasions developing positive relationships. • Prepare pupils for National Curriculum Assessments.
Pastoral Support	<ul style="list-style-type: none"> • Carrying out other duties that support pupils' learning while operating in accordance with the school's policies and procedures. • Working as part of a team to evaluate and develop pupils' learning needs • Enforcing the school's Behaviour Policy through effective classroom management. • Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities • Being familiar with the 'Special educational needs and disability code of practice: 0 to 25 years', and supporting pupils with SEND appropriately. • Understanding the school's safeguarding procedures and actively promoting pupils' wellbeing and safety
Monitoring and Reporting:	<ul style="list-style-type: none"> • Assess how well learning objectives/success criteria have been achieved and use them to improve specific aspects of teaching. • Mark pupils' work effectively identifying achievement, next steps and setting targets for progress. • Provide verbal feedback to pupils during lessons to develop learning. • Assess and record pupil's progress systematically and keep records to check work is understood and completed. • Monitor strengths and weaknesses in pupils learning and use this to inform planning/work. • Understand and recognise the levels at which pupils are working.

	<ul style="list-style-type: none"> • Set challenging end of year targets for pupils and put actions in place to enable them to achieve them. • Systematically assess and record pupils' academic progress and other areas of their progress, and using the results to inform lesson planning decisions • Delivering relevant national assessments in line with the relevant frameworks • Reporting on individual pupils' progress to the headteacher and parents, as required • To provide the Leaders with relevant information relating to attainment and progress of children. • To contribute to the maintenance of accurate and up-to-date information regarding the development of children • To work with others to manage the monitoring and evaluation of the impact of teaching.
Professional Standards and development	<ul style="list-style-type: none"> • Understand the professional responsibilities in relation to school policies and practices and in so doing actively support and reinforce those policies. E.g. anti-bullying, homework, behaviour. • Be aware of the role of the Governing Body. • Set a good example around the whole school, in appearance, personal conduct and spoken English. • Establish effective working relationships with other professional colleagues, not only those within school, but those from outside agencies. • Attend meetings within the constraints of directed time and contribute to the development of schemes of work. • Assist in the development of the School Curriculum in line with the School's Development Plan. • Assist in the maintenance of good discipline in and around school • To understand with the Trust's aims and objectives in relation to safeguarding and child protection • To ensure effective communication/consultation as appropriate with Head Teachers, DSL (s) and Governors. • To represent the Trust's views and interests. • The post holder must attend relevant training annually in keeping with national agendas and local needs • To promote teamwork and to play an active role to ensure effective working relations with a range of staff. • To act as a positive role model. • Keeping up-to-date with, and remaining knowledgeable about, the requirements of the curriculum and national guidelines • Undertaking relevant CPD
Personal Qualities	<ul style="list-style-type: none"> • 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. • Creative, enthusiastic, and proactive, keen to embrace new ideas and challenges • Approachable, caring, and empathetic • Works well as part of a team • Flexible, listens and is prepared to seek advice and support • Committed to continuing professional development for self and others • Committed to active parental involvement • Seeks to find new ways of working to engage and interest children

Communication	<ul style="list-style-type: none"> • Liaising with the curriculum lead to ensure teaching is delivered in line with school expectations and goals. • Working with the SENCO to ensure pupils with SEND are appropriately supported • Working with the DSL and their deputies to ensure safeguarding is promoted • Working with the designated teacher for LAC to support LAC and previously LAC • Develop appropriate liaison opportunities with all staff. • Liaise and support non-teaching staff, students, and parents in school. • Liaise with professional agencies when necessary. • Prepare reports, information for Governors, Headteacher, parents and staff as required
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources within the limits, guidelines and procedures laid down.
Pastoral System:	<ul style="list-style-type: none"> • To promote the welfare of children and to support the school in delivery of this though relevant policies and procedures.
Additional Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school, to support its distinctive mission and ethos and to encourage and ensure staff follow this example. • Operate at all times within the stated policies and practices of the school. • Endeavour to give every child the opportunity to reach their potential and meet high expectations. • Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school. • Contribute to the life and work of the school and its community commensurate with your status. • Participate in professional development. • Develop appropriate liaison with all teaching and support staff. • Liaise effectively with parents and Governors and actively promote their involvement in the life of the school. • Participate in the agreed arrangement for the management of your performance. • Take on any additional responsibilities that might from time to time be determined 	
Other Specific Duties:	
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

PERSONAL SPECIFICATION

	Essential	Desirable
<u>Qualifications</u>		
Qualified Teacher Statues	X	
Evidence of further professional development	X	
GCSE/A-Level qualifications A-C in English and Maths	X	
<u>Knowledge and Understanding</u>		
To have a clear understanding of the National Curriculum.	X	
An understanding and passion to teach in KS1	X	
An understanding of how learning attitudes can lead to successful learning	X	
Have knowledge and understanding of effective behaviour management strategies	X	
Have a thorough and up-to-date knowledge and understanding of current educational issues school face	X	
<u>Communication</u>		
The ability to communicate effectively in a verbal and written form to a range of audiences including children, staff, parents, and other professionals	X	
To use consistently accurate Standard English and correct grammar in all written communication	X	
To model Standard English and correct grammar in all communication with children	X	
Able to work as part of a team	X	
To be committed to the values of the school to. <i>'Strive to achieve your BEST'</i>	X	
<u>Skills and Attitudes</u>		
To be able to effectively use a variety of teaching and organisational styles and resources including ICT	X	
Ability to set high standards and provide a role model for staff and pupils	X	
Ability to deal sensitively with people and resolve conflicts	X	
Ability to use a range of behaviour strategies that promote a positive learning environment that reflects mutual trust and understanding	X	
To have a clear understanding of expected pupil progress	X	
Ability to assess where children are and use this to inform the next steps in their learning, supported by data analysis	X	
Ability to teach all pupils regardless of need, being inclusive and promoting an inclusive classroom environment.	X	
<u>Personal Qualities</u>		
Passionate about Teaching and Learning	X	
Open minded, self-evaluate and adaptable to changing circumstances and new ideas	X	
Displays warmth, care, and sensitivity in dealing with children and adults	X	
Able to enthuse and reflect upon experience	X	
When all the above fail, maintain a good sense of humour, a willingness to learn and the determination to continue to strive for excellence.	X	
Self-motivated. Ability to be creative in supporting change to meet priorities in the School Development Plan.	X	

Date: May 2025