

## **JOB PROFILE: CLASS TEACHER 0.4-0.5**

Post Title: Class Teacher 0.4-0.5  
Responsible To: Headteacher  
Grade: Main Pay Scale M1-M6

### **Main Purpose:**

- To carry out professional duties and to have responsibility for assigned pupils.
- To be responsible for the day-to-day work and management of the assigned pupils and the safety and welfare of the pupils during on-site and off-site activities.
- To share in the corporate responsibility for the care, well-being, safeguarding and discipline of all our pupils and as part of the school team contribute to the ongoing development of the school.
- To follow and have due regard for the requirements of the Early Years Foundation Stage Statutory Framework, the National Curriculum, the school's mission statement aims, objectives, schemes of work and policies of the Local Governing Body and Good Shepherd Trust.

### Section A: Core Job Description:

*This section of the job description is based on the most up to date issue of the School Teachers' Pay & Conditions Document and the duties laid out therein.*

### Professional Duties:

#### Teaching:

In each case having due regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of all pupils.

- Create and manage a caring, supportive, purposeful and stimulating, organised learning environment which is conducive to children's learning;
- Plan and prepare lessons in order to deliver the Early Years Framework and National Curriculum ensuring breadth and balance in all subjects (including overseeing the planning and preparation for the work of other adults working in the class);
- Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of pupils' work in school and elsewhere, based on clearly identified teaching objectives and learning outcomes with appropriate challenge and support;
- Ensure effective use of support staff within the class including Higher Teaching Assistant and Teaching Assistant.
- Assess, record and report on the development, progress and attainment of pupils (including keeping records, completion of statutory and non-statutory assessments including end of Reception and Key Stage outcomes.
- Set high expectations for behaviour and learning behaviour

### Other activities:

- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her, including safeguarding children through relevant policies and procedures.
- Communicate and consult with the parents over all aspects of their children's education – academic, social and emotional.

- Keep records of and report on the personal and social needs of pupils and ensure there are opportunities for developing the social, moral, emotional and cultural aspects of pupils' learning and promoting British values, School values and the Trust's Christian ethos;
- Liaise with outside agencies when appropriate e.g. Educational Psychologist, speech therapist to support the needs of the children and to contribute positively to the education of the children concerned.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.

#### Discipline, health and safety:

- Maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorized to be on school premises and when they are engaged in authorised school activities elsewhere or after school;
- Recognising health and safety is a responsibility of every employee, take reasonable care of self and others and comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.

#### Review, induction, further training and development:

- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet any identified needs (e.g. through Appraisal);
- Participating in staff meetings and professional development meetings which relate to the curriculum for the school, or the administration or organisation of the school, including pastoral arrangements;

#### Administration:

- Participating in appropriate administrative and organisational tasks related to duties as a teacher;

#### Section B:

*This section deals with job requirements related specifically to Gilsland Church of England Primary School.*

In addition to the core job description, the class teacher will:

- Contribute to and maintain the positive ethos and core values of our school, both inside and outside the classroom, as laid out in our Mission Statement
- Take part in and lead collective worships
- Take part with their assigned pupils in school special services, e.g. Easter Service, Christmas
- Supervise children during playtimes, ensuring their safety
- Support and attend school fundraising events and celebrations
- Liaise with the next class teacher at the end of the year to pass on information regarding children's achievement, attainment, emotional needs and social development
- Contribute to the extra-curricular provision for pupils
- Make good use of the local and school environment and community to enhance provision where appropriate.
- Support the leadership team in promoting the ethos and further development and promotion of the school.

#### Section C:

*This section deals with job requirements relating specifically to the role of this teacher.*

In addition to the above requirements, the teacher could (depending on experience):

- Lead school development for identified areas of the school action plan and/or particular curriculum areas (please specify curriculum interests in your application); to include responsibility for reviewing and re-writing policies as required, monitoring and evaluating provision and performance, keeping up to date with changes and developments, organising events and activities, feeding back to staff at staff meetings and advising and supporting colleagues, the leadership team and members of the Local Governing Body as required. *This part of the job description can be discussed at the interview and will be finalised to be commensurate with the successful applicant's experience and pay.*

### Person Specification POST TITLE: Class Teacher

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status.</li> <li>• Clear enhanced DBS clearance (this will be arranged for the successful candidate if not already in place).</li> <li>• Level 1 safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of commitment to further professional development.</li> <li>• Paediatric First Aid qualification (or willing to complete this)</li> </ul>
<b>Relevant Experience</b>	<p>The Class Teacher should have experience of:</p> <ul style="list-style-type: none"> <li>• Successful teaching and assessment in EYFS and KS1,</li> <li>• Working effectively in partnership with parents;</li> <li>• Improving attainment and ensuring pupils make good progress;</li> <li>• Working with children with SEND</li> </ul>	<p>In addition, the Class Teacher might have experience of:</p> <ul style="list-style-type: none"> <li>• subject leadership and leading some aspects of whole school developments;</li> <li>• SENDCO training</li> <li>• teaching across the whole primary age range</li> <li>• teaching mixed age classes</li> </ul>
<b>Knowledge</b>	<p>The Class Teacher should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The Christian ethos of the school;</li> <li>• The theory and practice of providing effectively for the individual needs of all children e.g. SEND, Pupil Premium and more able</li> <li>• A clear understanding of the EYFS Framework</li> <li>• A clear understanding of the National Curriculum, including the monitoring, assessment, recording and reporting of pupils' progress;</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection;</li> <li>• The positive links necessary within school and with all its stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Current education initiatives:</li> <li>• Mastery approach in maths</li> <li>• Familiarity with the Unity School Partnership (CUSP) curriculum resources</li> <li>• Education Endowment Fund and recent research into cognitive science approaches to learning.</li> <li>• Read Write Inc phonics; White Rose Maths, administering Reception Baseline check.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Have excellent interpersonal skills</li> <li>• The ability to motivate and inspire pupils</li> <li>• Demonstrate good classroom management skills to secure good behaviour and establish an effective learning environment</li> <li>• Work constructively as part of a team: understanding school role and responsibilities and your own position within these, including being able to support other staff within the team</li> <li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these.</li> <li>• Effective ICT and communication skills.</li> </ul>	

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Kind and caring</li> <li>• Committed, hardworking and enthusiastic</li> <li>• Able to integrate into staff team</li> <li>• Flexible, highly motivated and committed to life-long learning</li> <li>• To be willing to adapt to change and prioritise</li> </ul>	<ul style="list-style-type: none"> <li>• A good sense of humour!</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Occasional attendance at events outside normal hours (e.g. parents evening, Carol Service)</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to support after school club provision in the school</li> </ul>