



Job details

Job title: Class teacher

Salary: MPR

Hours: Full-time

Contract type: Fixed-term for two terms

Reporting to: Headteacher/SLT

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Consistently and effectively meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Stimulate learning through 'real' experiences and by making good use of the outdoors as part of the learning environment
- 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 pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Provide a well-organised and stimulating learning environment
- 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
- Actively make a positive contribution to the wider life and ethos of the school, including through supporting school events and leading extra-curricular activities
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Develop strong, positive relationships with pupils
- Promote the safety and wellbeing of pupils, including through actively developing children's independence, self-motivation and resilience
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

- Maintain consistently high standards of practice in relation to the safeguarding of pupils

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Attend and take a constructive part in staff meetings, INSET days and any other school INSET sessions
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Establish good relationships with parents, communicating effectively to promote pupils' learning and achievement in line with school policy i.e. through structured conversations, parent evening meetings, Marvellous Me etc.
- Communicate and cooperate with agencies or bodies external to the school, and participate in meetings arranged in relation to pupil development and progress
- Provide and/or contribute to oral and written assessments, reports and references relating to pupils i.e. in the context of SEND
- Note and respond to all staff messages i.e. on the staff noticeboard, on TEAMS etc.

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 colleagues
- Demonstrate a strong sense of collegiality and be a team-player in order to secure the best possible outcomes for all pupils

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

Management of staff and resources

- Direct and supervise support staff/students/volunteers assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Other areas of responsibility (non-ECT)

To lead the strategic direction and development of a specified subject area(s) taking such part as may be required in the review, development and management of the subject (with the support, and under the direction, of the Headteacher and Senior Leadership Team).

Including:

- To be responsible for organising and maintaining resources for the specified area of responsibility;
- To advise other members of staff on the resources available and to monitor their use;

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- To order resources for a specified area of responsibility;
- To maintain financial records of resources and work within a set budget.

(See separate job description for further detail of subject leader responsibilities.)

Teachers at all levels will be required to safeguard and promote the welfare of children and follow school policies, including the staff Code of Conduct.

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 post is subject to enhanced DBS clearance.

Person Specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Successful teaching experience within the EYFS to a consistently good or outstanding level (F2 experience is desirable) • Successful experience of leading a curriculum area is desirable
Skills and knowledge	<ul style="list-style-type: none"> • Secure knowledge of the EYFS statutory framework • Knowledge of effective teaching and learning strategies, including strength in use of continuous provision • A good understanding of how early years children learn • Ability to adapt teaching to meet pupils' needs, including for pupils with SEND • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies, including those associated with a trauma-informed approach • Good ICT skills, particularly in use of ICT to support learning
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the vision and ethos of the school • High expectations for children's attainment and progress • Value the importance of positive mental health and wellbeing and model this through own behaviour • Ability to work under pressure and prioritise effectively • Demonstrate a strong collegial spirit and be a team-player • Value the importance of working in partnership with parents and be able to do so effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

Notes:

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

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____