



## Class Teacher (MPR/UPR)– Job Description

### Job details

**Salary Range:** MPR/UPR, Outer London: £36,413- £53,994

**Contract type:** Full-time, Fixed-term

**Reporting to:** Principal (Upper) / Vice Principal (Main)

**Responsible for:** n/a

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)
- 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
- 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
- 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

#### Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe 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/carers and staff

#### 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

#### 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**

- Supervise the work of any support staff, including Teaching Assistants and Learning Support Assistants, who are assigned to work with the postholder's pupils.
- Provide leadership across the school in designated subject or curriculum area(s), this to include:
  - o monitoring quality and standards
  - o contributing to school planning and self-evaluation providing professional support to other teachers and support staff
  - o advising the headteacher on appropriate resources and materials
  - o leading appropriate professional development.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### **Upper Pay Range (UPR)**

In addition to the responsibilities and duties of a Teacher in the Main Pay Range (MPR) listed above, teachers in the Upper Pay Range (UPR) are expected to make substantial and sustained contributions:

- Be highly competent in all elements of the Teacher Standards
- Contribute significantly, where appropriate, to implementing policies and practice, and promote the collective responsibility for policy implementation
- To play a significant role in the life of the school and contribute to whole school development
- Making a distinctive contribution compared with other teachers to the wider team
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements, including statutory assessments
- Have a more developed knowledge and understanding of curriculum areas and related pedagogy
- Be flexible, creative and adept at designing learning sequences
- Be a role model of professional practice for teaching and learning in the school by:
  - o coaching and mentoring other teachers
  - o giving advice and demonstrating effective teaching practice in order to help them meet the relevant standards and develop their teaching practice
  - o sharing curriculum planning, in order to support colleagues
  - o advising colleagues on the development and well-being of children
- Take responsibility for their own professional development and to share that with others

Teachers will be required to safeguard and promote the welfare of children and young people, and follow school policies and 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 teachers will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



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

**Last review date:** October 2024

**Next review date:** October 2025

**Principal's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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## Class Teacher – Person Specification

Criteria	Qualities	Essential (E)/ Desirable (D)
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>● Degree</li> <li>● Qualified teacher status</li> <li>● Successful primary teaching experience</li> <li>● Experience of leading a curriculum area across a whole school</li> <li>● Teaching experience across the entire primary phase</li> <li>● Evidence of outstanding teaching ability</li> </ul>	E E E D D D
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Successful experience of EYFS leadership</li> <li>● Teaching experience</li> </ul>	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>● Knowledge of the National Curriculum</li> <li>● Knowledge of effective teaching and learning strategies</li> <li>● A good understanding of how children learn</li> <li>● Ability to adapt teaching to meet pupils' needs</li> <li>● Ability to build effective working relationships with pupils</li> <li>● Knowledge of guidance and requirements around safeguarding children</li> <li>● Knowledge of effective behaviour management strategies</li> <li>● Good ICT skills, particularly using ICT to support learning</li> </ul>	E E E E E E E E
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>● High expectations for children's attainment and progress</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Commitment to maintaining confidentiality at all times</li> <li>● Commitment to safeguarding and equality</li> </ul>	E E E E E