

Job Description and Person Specification – Class Teacher – Malmesbury Primary School

Job details

Job title: Class teacher

Salary: Main pay scale

Hours: 32.5

Contract type: 1 year initially, with a permanent contract offered for good performance

Reporting to: The Senior Leadership Team

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- 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
- Plan, resource and teach lessons that enable pupils of all abilities to succeed
- Create engaging and stimulating learning environments that follow the school's expectations

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
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach, or at break time or lunchtime

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Undertake necessary first aid training and duties, as required by the school
- 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 staff, pupils, parents and carers

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
- Be willing to accept all feedback with a positive attitude, with a desire to constantly improve as a professional

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

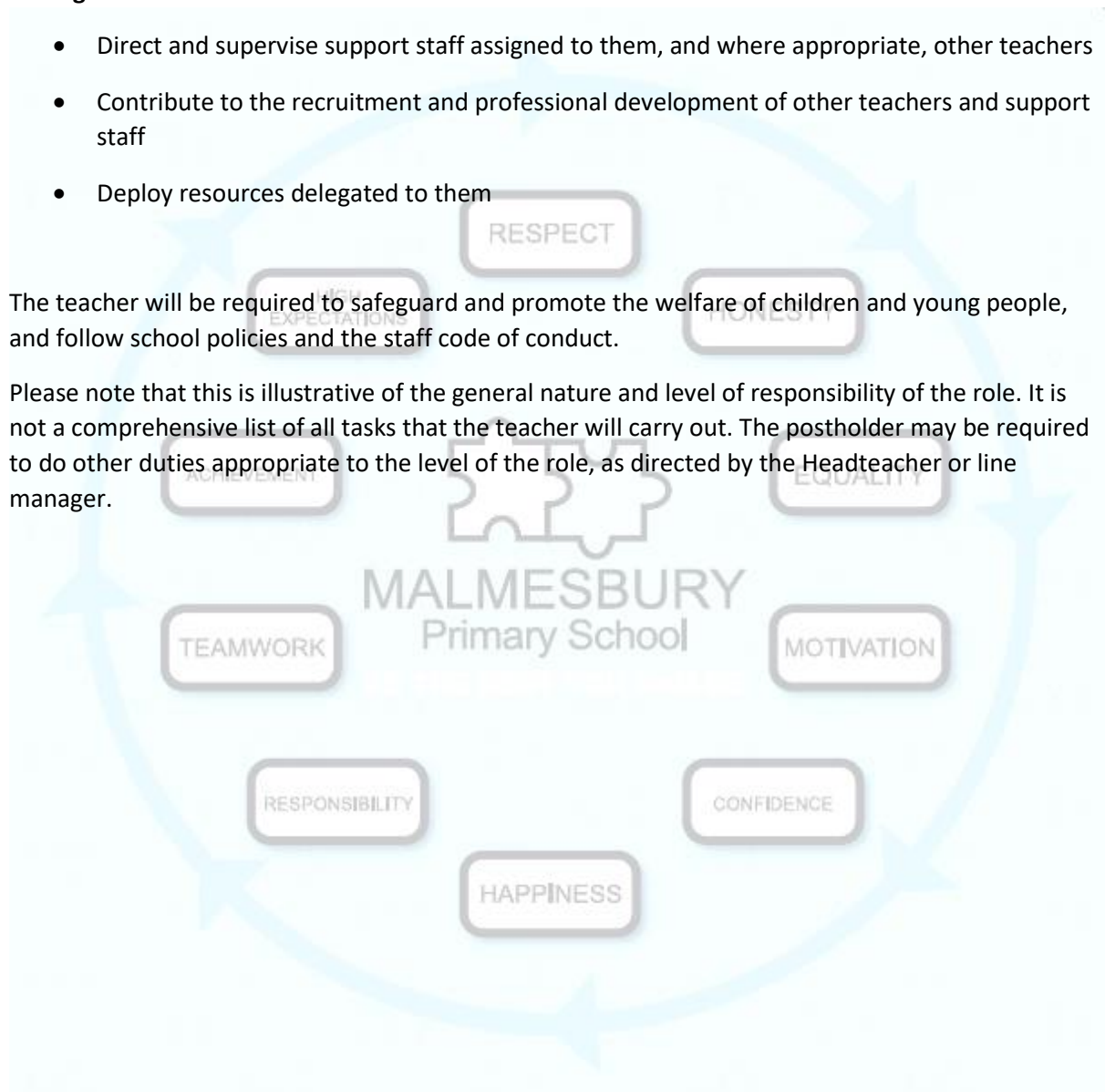
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Maintain a positive attitude at all times, supporting new initiatives and the leadership of the school

Management of staff and resources

- Direct and supervise support staff 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

The teacher 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 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.



Person specification

Criteria	Qualities
Qualifications and experience	<p>Qualified teacher status</p> <p>Degree</p> <p>Successful primary teaching experience</p>
Skills and knowledge	<p>Knowledge of the 2014 National Curriculum across the primary phase</p> <p>Knowledge of effective teaching and learning strategies</p> <p>Knowledge of how to devise an engaging, cross-curricular and experiential curriculum</p> <p>Knowledge of a range of assessment procedures, including formative and summative</p> <p>Knowledge of how to create a secure, happy and stimulating environment, including the management of behaviour</p> <p>Knowledge of how to create a secure, happy and stimulating environment, including the management of behaviour</p> <p>A good understanding of how children learn</p> <p>Ability to adapt teaching to meet pupils' needs</p> <p>Ability to build effective working relationships with pupils, staff and parents</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of effective behaviour management strategies</p> <p>Good ICT skills, particularly using ICT to support learning</p> <p>Specialist skills that contribute to the school's cross curricular and extra-curricular provision</p>
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>High expectations for children's attainment and progress</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Ability to work within a team</p>

	<p>Willingness to engage in both internal and external professional development opportunities</p> <p>Excellent communicator and able to form bonds with staff, pupils and parents</p> <p>High standards of professionalism, integrity and use of initiative</p> <p>Willingness to be involved in the wider school community</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>
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Notes:

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

Last review date: 22/3/22

Next review date: 22/3/23

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

