

JOB DESCRIPTION

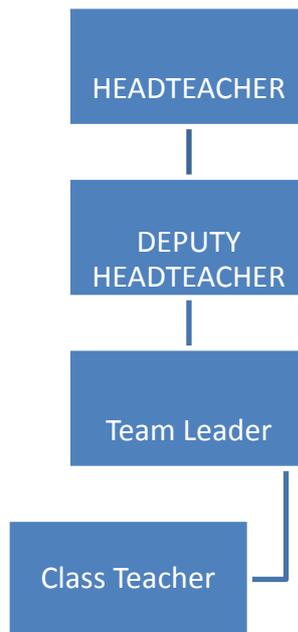


READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:	Location: St. Michael's Primary School , Tilehurst
Job Title: Class Teacher	RG Grade/Salary Range: M1- M6

JOB PURPOSE

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.

ORGANISATION STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

CURRICULUM

- You will maintain an up to date knowledge of the National Curriculum and school policies.
- You will plan and implement an appropriate curriculum which is within the guidelines of the National Curriculum and school policies.
- You will ensure that your teaching is appropriate to the needs of your children.
- You will support the less-able and extend the more-able child.
- You will raise children's self-esteem through praise and encouragement.
- You will help children on the path to self-discipline.
- You will use a variety of teaching techniques to provide a varied and enjoyable learning experience for your children.
- Provide a varied and enjoyable learning experience for your children.
- You will assess work regularly including marking following the school's policy and use your assessment to plan future work.
- You will manage at least one area of the curriculum as outlined in the job description for Curriculum Co-ordinators.

PERSONAL AND PROFESSIONAL QUALITIES

- You will maintain high standards for yourself and all pupils
- You will be capable of encouraging enquiring and open minds in children.
- You will generate an enthusiasm for learning by careful attention to suitably targeted teaching.
- You will be aware of and respond to children's problems and needs, and create a secure, caring environment.
- You will be a team player.
- You will be supportive of all your working colleagues, treating them with professional respect.
- You will provide cover for absent colleagues as set out in the current Teachers' Pay and Conditions.
- You will share your skills, knowledge and expertise with colleagues.
- You will attend and contribute to staff meetings.
- You will support the extended life of the school by attending a fair share of school events.
- You will present yourself as a professional through high standards of dress and general demeanour.

- You will be a good role model for children in terms of your conduct and speech.
- You will support the school's discipline policy, establishing and maintaining good order and discipline around the school.
- You will let the appropriate person know, promptly and professionally, if there is a problem.

ORGANISATION AND RESOURCES

- You will maintain an attractive and stimulating learning environment where children are happy and secure.
- You will teach children to use the appropriate resources correctly and safely.
- You will report damaged resources to the appropriate responsible person.
- You will ensure that your classroom assistant is kept fully aware of their duties and has prompt timetabled access to your teaching plans.

COMMUNICATION, PLANNING AND RECORD KEEPING

- You will attend Parents' Evenings and liaise with parents at other times when necessary.
- You will produce an annual, written report to parents for every child in your class.
- You will maintain thorough assessment records which could be used by colleagues in case you are ever incapacitated.
- You will plan and produce a forecast of work to be covered for each term, in all subjects.
- You will communicate your plan to parents according to the school's agreed policy.
- You will maintain written records of children's progress.
- You will liaise closely with colleagues when children transfer from one school/class to another.
- You will liaise closely with the school's Special Needs Coordinator in keeping records and Individual Education Plans up to date.
- You will liaise and co-operate with other support agencies (eg: Education Psychologists, School Medical Officers, Speech & Language, etc.)
- You will take part in Performance Management Procedures.

ACCOUNTABILITY

- You will be accountable for the learning of every child in your class.

ENTITLEMENT

- You will have an equitable share of non-contact time to help you undertake your duties. This entitlement will be negotiated annually when the school sets its budget.
- You will be entitled to a share of the school's training budget to support your continuing professional development.
- You will be entitled to the help and support of your Headteacher and colleagues

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budgetary responsibilities, unless advised accordingly.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? : Please tick one from the list

*Enhanced with a check of the barring list(s)

If *, does the post require a check against the list of people barred from working with children?
YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted' NO

What Level H&S Responsibilities are applicable to this post? LEVEL 2 - writing risk assessments

PERSON SPECIFICATION	Department/Directorate: Education
Job Title: Class Teacher	Post Reference No:

QUALIFICATIONS/EDUCATION/TRAINING:

- QTS (E)
- Degree (E)
- Evidence of commitment to continuing professional development

SKILLS, ABILITIES AND COMPETENCIES:

Be, or have potential to be, an excellent class teacher

Knowledge and understanding of:-

- Children’s learning (E)
- The principles, practice and statutory requirements of primary education (E)
- The monitoring, assessment, recording and reporting of pupil’s progress (E)
- Good classroom and behaviour management (E)
- Ability to manage and direct the work of teaching assistants effectively (E)
- Maintaining positive links with all stakeholders (E)
- A range of teaching styles (E)
- Ability to contribute to school self-review. (E)

Ability to:-

- Participate effectively in strategies to support professional development (E)
- Develop and maintain good professional relationships (E)
- Contribute positively to curriculum development (E)
- Communicate effectively (E)
- Be committed to the ECM agenda (E)
- Demonstrate consistent and affective use of a range of strategies for teaching and classroom management (E)
- Enable pupils to make good or better progress than national expectations (E)
- Lead effective strategies to support professional development
- Ability to lead curriculum development
- Ability to mentor younger colleagues
- Ability to enable pupils to make excellent progress

EXPERIENCE:

- Successful experience of delivering a differentiated curriculum to pupils with a wide range of needs.(E)
- Experience on more than one setting.

SPECIFIC WORKING REQUIREMENTS:

Personal characteristics:-

- Inspire trust and confidence (E)
- Commitment to raising standards (E)
- Engage and motivate pupils (E)
- Think analytically (E)
- Act positively to improve quality of pupils' learning (E)
- Be well organised (E)
- Be approachable (E)
- Be a reflective practitioner (E)
- Have good communication skills (E)