

## **Classroom Teacher - Job Description**

### **1. Introduction**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document.

The performance of all duties and responsibilities set out below will be under the reasonable direction of the head teacher or other senior managers, if appropriate. Reasonable amendments to the job description may be made, at any time, at the head teacher's discretion to fit with the demands and needs of the school and its pupils.

We are committed to promoting equal opportunities in employment. All staff and job applicants receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

### **Safeguarding Responsibilities**

To be proactive in safeguarding all children through implementation of the school's safeguarding policy and procedures.

To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

### **Purpose of the Job**

To ensure high quality teaching of pupils within the school and to effectively carry out such other associated duties as are reasonably assigned by the head teacher from time to time. The successful candidate must also carry out other duties that support pupils' learning whilst complying with the school's policies and procedures. The classroom teacher is responsible for teaching a class of approximately 30 pupils.

### **1. Applicable Contract Terms and Duties**

1. This job description is to be performed in accordance with the latest School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

### **2. Qualification and Experience**

The following qualifications and experience are essential to the role of classroom teacher:

- 1.1. Qualified teacher status

- 1.2. University degree level qualification or equivalent qualification
- 1.3. Previous work experience in a school environment
- 1.4. Willingness to undertake CPD
- 1.5. Relevant postgraduate professional qualifications
- 1.6. Previous experience working with children, including children who have SEN and/or disabilities

### **3..Knowledge and Understanding**

A demonstration of the following knowledge and understanding are essential to the role of classroom teacher:

- 1.7. To have an up to date knowledge and understanding of the National School Curriculum
- 1.8. An ability to work as part of a team and share good practices with fellow members of staff
- 1.9. Effective oral and written communication skills
- 1.10. Awareness and knowledge of performance indicators amongst pupils and the ability to monitor these indicators
- 1.11. Effective and reliable organisational skills
- 1.12. Awareness of pupil's learning styles and abilities, including pupils with SEND

A demonstration of the following knowledge and understanding, whilst not essential, is desirable in a candidate:

- 1.13. Experience working as part of a team
- 1.14. A first-aid certificate or first aid skills
- 1.15. Experience working with children who show challenging behaviours

### **4..Personal Qualities**

A demonstration of the following personal qualities should be present in a successful candidate:

- 1.16. Dedication, enthusiasm and a positive attitude towards working within the teaching profession
- 1.17. Good time management skills
- 1.18. Pro-active in the working environment and able to anticipate workload
- 1.19. An ability to encourage and support others, including pupils and fellow members of staff, to meet their full potential

- 1.20. An ability to work with and develop effective working relationships with parents

### **5. Main duties and particular responsibilities**

- 1.21. To undertake your duties as required by the latest Teachers' Standards
- 1.22. Attend and take part in school meetings on curriculum, organisation, and guidelines
- 1.23. Progress and continually develop working knowledge of national curriculum programmes and frameworks
- 1.24. Maintain and assist in the maintenance of good discipline among students in and around the school grounds whilst promoting safety and compliance with school rules and guidelines
- 1.25. Be familiar with, and act in accordance with school systems and structures including those associated with Health and Safety and Safeguarding
- 1.26. A commitment to meet school targets and monitoring systems for pupil development
- 1.27. To monitor work carried out by each pupil in the class including class work and home work and providing constructive feedback and informed targets, as appropriate

### **6.Key Tasks**

The key tasks associated with the post of classroom teacher are as follows:

- 1.28. Produce appropriate lesson plans which meet both the school and national curriculum models
- 1.29. Carry out class teaching duties as agreed
- 1.30. Implement and deliver lessons appropriate to the pupils' different abilities and educational needs
- 1.31. Produce, adapt and reassess lesson plans to meet specific student needs, newly implemented guidelines and relevant developments in education
- 1.32. Create an interactive working environment
- 1.33. Develop assessment practices that effectively monitor and support development of pupils knowledge of the curriculum
- 1.34. Ensure thorough and in-depth knowledge of the subject being taught
- 1.35. Adapt the curriculum to fit student needs while maintaining overall class progress
- 1.36. Manage the diverse ability levels of students and set work to appropriately meet the level required

- 1.37. Adapt teaching styles to fit the demands and needs of students and provide a supportive learning environment
- 1.38. Assess and record student development, whilst assessing areas which need attention and improvement
- 1.39. Use different resources and equipment, as required, to ensure lessons may be accessed appropriately by all students

\* This job description and the particular responsibilities are not exhaustive and will be under periodic review to ensure it meets the changing needs of the school.

## **7. Relationships**

The classroom teacher is responsible to the head teacher for his/her teaching duties, responsibilities and key teaching tasks.

The classroom teacher is responsible to liaise with the special needs support services and other outside organisations as appropriate.

The classroom teacher may be responsible for the supervision of the work of teaching assistants relevant to her/his responsibilities.

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>● Have QTS.</li> <li>● Be willing to undertake relevant CPD.</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant professional qualification</li> <li>● First aid training</li> </ul>
<b>Experience</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>● Have previous experience of working in a school.</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience teaching KS2</li> <li>● Previous experience working in partnership with parents</li> <li>● Experience working as part of a team</li> <li>● Experience working with pupils with SEND</li> <li>● Experience working with children who have challenging behaviour</li> <li>● Experience working with children with EAL</li> </ul>
<b>Knowledge and skills</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>● A sound understanding of the primary curriculum.</li> <li>● Excellent behaviour management skills.</li> <li>● Excellent inter-personal skills.</li> <li>● The ability to work as part of a team.</li> <li>● Excellent planning and organisational skills.</li> <li>● Effective oral and written communication skills.</li> <li>● Knowledge of key performance indicators and the ability to use them to monitor progress.</li> <li>● Awareness of the needs of pupils with EAL.</li> <li>● Awareness of the needs of pupils with SEND.</li> <li>● An understanding of how a pupil's learning is affected by their intellectual, emotional and social development, and the stages of child development.</li> </ul>	<ul style="list-style-type: none"> <li>● An understanding of the importance of parental involvement</li> </ul>

**Personal  
qualities**

The successful candidate will:

- Be committed to teaching.
- Supportive of their colleagues.
- Have good attendance and punctuality.
- Be proactive in the working environment.
- Be enthusiastic and positive.
- Be able to accommodate to changes in priorities.
- Be able to anticipate workload and plan ahead.
- Be able to develop effective relationships with parents.
- Be able to encourage and enable others to reach their full potential.

- Self-confidence
- Ability to relate well to other professionals
- A flexible approach