



Part of
The Hednesford Hills Federation
High Mount Street, Hednesford, Staffordshire, WS12 4BH
Telephone: 01543 227125

Job Description & Person Specification - Class Teacher

Reporting to: Executive Headteacher

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

Planning, teaching and class management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed and sharing success criteria with pupils.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Promoting appropriately high expectations in all aspects of school life.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensuring coverage of programs of study.
- Monitoring and intervening to ensure sound learning and discipline, following the school's policies.
- Using a variety of teaching methods to:
 - match approach to meet learning styles, structure information, present a set of key ideas and use appropriate vocabulary.
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- Select appropriate learning resources and develop study skills through library, ICT and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate own teaching critically to improve effectiveness.

Monitoring, assessment, recording, reporting – to include:

- › In EYFS/KS1/KS2, making accurate assessments using revised National Curriculum Framework, and using this to inform planning and provision matched to learners needs.
- › Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- › Mark and monitor pupils' work; identify "next steps" in learning and set targets for progress.
- › Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognize the level at which the pupil is achieving.
- › Prepare and present informative oral and written reports to parents.
- › Preparing Reception aged children for Transition in Year One.

Other professional requirements – to include:

- › Have a working knowledge of teachers' professional duties and legal liabilities and a thorough knowledge of the primary curriculum.
- › Operate at all times within the stated policies and practices of the school.
- › Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- › Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- › Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- › Take responsibility for personal professional development and duties in relation to school policies and practices and make a positive contribution to all aspects of school life.
- › Liaise effectively with parents and Governors.
- › Effectively liaise and deploy other staff e.g. Teaching Assistants, Lunchtime Supervisors as well as ITT of work experience students as allocated.
- › Monitor the welfare and discipline of children in the class to ensure that prompt, effective action is taken if required to support well-being and the development of their self esteem.
- › Consult and communicate with persons or bodies outside school in the interests of the children, e.g. Social Services, specialist support teams.
- › Take on any additional responsibilities which might from time to time be determined.
To support the activities of the school's Fundraising Activities by attending some meetings and/or functions.

Targets

- › Performance Management targets are set annually via discussions and agreement with reviewers.

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 further training and development in order to improve own teaching
- › Take part in the appraisal and professional development of others, where appropriate

Communication

- › Communicate effectively with 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

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 assigned to them.

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

Person specification

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
QUALIFICATIONS AND SKILLS <ul style="list-style-type: none"> Qualified Teacher Status Evidence of participation in school based and or/ LA Training and Development Evidence of Leading whole school INSET Evidence of participation in school development Activities 	Yes Yes	Yes Yes	A A A/I A/I
SPECIAL KNOWLEDGE, ABILITIES AND/OR EXPERIENCE <ul style="list-style-type: none"> Knowledge of and experience of teaching KS1 /2 High quality classroom practice The National Curriculum The application of ICT to support teaching and learning across the curriculum The use of assessment strategies to inform teaching and learning An understanding of assessment, recording and reporting processes and procedures Commitment to and ability to employ effective strategies for classroom management and organisation, including positive behaviour strategies and constructive handling of problems Able to provide an exciting and positive learning environment Ability to meet the needs of all pupils, including those with SEN and those identified as Gifted and Talented Keen to take an active role in extra-curricular activities Understanding of quality transition across phase Experience of effective deployment of support staff 	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes		A I I A/I I I I A A/I I A/I A/I
PERSONAL QUALITIES <ul style="list-style-type: none"> Be a role model of very good classroom practice and have the ability to lead by example, providing inspiration and motivation Professionalism and loyalty Commitment and enthusiasm 	Yes Yes Yes		A A A

<ul style="list-style-type: none"> • Flexibility • Communicate effectively with parents, colleagues and senior managers • Ability to work collaboratively within a team • Positive sense of humour • The ability to show initiative • Express personal ambition to succeed 	Yes Yes Yes Yes Yes Yes		A A A I A I
EXPERIENCE <ul style="list-style-type: none"> • Recent experience in preferred age range • Experience of working effectively in a team to plan, teach and assess • Prioritise tasks and manage time effectively • Demonstrate a clear educational philosophy and vision • Share expertise and support the professional development of colleagues • Lead and manage a subject area 	Yes Yes Yes Yes Yes Yes		A A A A/I A A
*Key: A Application I Interview			

Notes:

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

Last review date: May 2025

Next review date: TBA