# GREAT CORBY SCHOOL

# Job Description - Class Teacher

## CURRICULUM DESIGN

* Setting the school’s aims and objectives in this area
* Update written guidelines and written policies
* Ensuring that the curriculum, where relevant, reflects cross-curricular issues such as health education, equal opportunities, personal and social education, multicultural education, business and career studies
* Fostering curriculum continuity, consistency, balance and progression
* Plan and implement a broad and balanced curriculum
* Planning and developing cross-curricular links
* Contributing to the school development plan
* Ensuring Health and Safety guidelines are followed

## COMMUNICATION

* Act as a consultant to colleagues
* Encourage positive attitudes
* Inform newly appointed colleagues of policy protocol
* Communication with the wider school community (parents, governors, industry, visitors, other schools)
* Liaising with other agencies

## ASSESSMENT AND MONITORING

* Clear and effective record keeping
* Monitoring standards within curriculum areas
* Assessment and evaluation of the curriculum areas, ensuring consistency with the National Curriculum
* Transfer pupil attainment and achievement information to appropriate staff

## RESOURCES

* Evaluating and developing school resources
* Liaising with other agencies to borrow resources
* Assist with the evaluation and requisition of books, materials and equipment
* Plan and organise appropriate work for any adult helpers in the classroom

## PROFESSIONAL DEVELOPMENT

* Arranging and developing school based in-service work
* Supporting colleagues in developing their skills
* Attending appropriate courses and reporting back

**Health and Safety**

Employees must take reasonable care for their own health and safety and for that of anyone else who may be affected by what they do or do not do at work. They should follow the health and safety advice and instructions of their employers. They should also tell their employers about any unsafe conditions or practices. (ESAC H&S in schools)

To whom responsible: The Headteacher

Staff for whom responsible: Teaching Assistants, students, parent helpers

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| **Great Corby Primary School**  **Person Specification**  **KS2 Class Teacher (MA2 – MA6)** | | |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | * Qualified Teacher Status * A DBS disclosure (completed on appointment) * Proven suitability to work with children and young people * Understanding of teaching in year 5 and 6 | * Experience of teaching across the whole primary age range * Experience of mixed aged class teaching * Experience of teaching Year 5 / 6 |
| **Knowledge and understanding** | * Have detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements. * Be able to cope securely with subject-related questions which pupils raise and know about pupils’ common misconceptions and mistakes. * Preparation for and administration of statutory tests | * Experience of leading a curriculum subject |
| **Planning and setting expectations** | * Be able to identify clear learning objectives, content, lesson structures and sequences according to the subject matter and the pupils being taught. * Be able to set clear targets for pupils’ learning, building on prior attainment. * Have experience of working with children with a range of special educational needs and be able to provide positive and targeted support. * Be able to implement IEPs and keep effective records. |  |
| **Teaching and managing pupil learning** | * Effective teaching of whole class, groups and individuals so that teaching objectives are met. * Set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline. * Use teaching methods which keep pupils engaged, including stimulating pupils’ intellectual curiosity, effective questioning and response, clear presentation and good use of resources. |  |
| **Assessment and evaluation** | * Be able to assess how well learning objectives have been achieved and use this assessment for future teaching. * Mark and monitor pupils’ class and homework providing constructive oral and written feedback, setting targets for pupils’ progress. |  |
| **Pupil achievement** | * Be able to secure progress towards pupil targets. * Be able to demonstrate that, as a result of teaching, pupils achieve well relative to prior attainment, making progress as good as or better than similar pupils nationally. |  |
| **Relationships** | * Develop good personal relationships with colleagues and work effectively as part of a team. * Understand the need to liaise with outside agencies responsible for pupil welfare. * Establish and develop close relationships with parents, governors and the community. * Prepare and present informative reports to parents. * Communicate effectively (both orally and in writing) to a variety of audiences. | * Develop strategies for creating community links |
| **Managing own performance and professional development** | * Take responsibility for your own professional development and keep up-to-date with research and developments. * Evidence of recent continuous professional development. * Understand your professional responsibilities in relation to school policies and practices. * Set a good example in terms of your presentation and personal conduct. * Be able to evaluate your own teaching critically and use this to improve effectiveness. |  |
| **Managing and developing staff and other adults** | * Establish effective working relationships with professional colleagues including support staff, students and parent helpers. | * Trained to mentor students |
| **Personal qualities and attributes** | * Approachable * Committed * Enthusiastic * Able to motivate self and others * Calm under pressure * Sense of humour * Resilient * Open to new ideas and changing circumstances |  |