



## WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

<b>Job Title:</b> Class teacher	<b>Job Ref:</b>
<b>School:</b> Loddon Primary School	<b>Salary:</b> <b>£31,650</b>
<b>Reports To:</b> Team leader	
<b>Grade:</b> MPS	
<b>Employment Status:</b> Permanent/Fixed Term(state start & end date)/Temporary/ Casual	
<b>Hours of Work:</b> Teachers pay and conditions.	
<b>Job Purpose:</b> <ul style="list-style-type: none"> <li>• Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.</li> <li>• Meet the expectations set out in the Teachers' Standards.</li> <li>• The post requires you to educate pupils in either the age range 3-7 or 7-11 years.</li> </ul>	
<b>Departmental/Team Purpose:</b> The purpose of the school is to meet the educational needs of children and young people within the local community.	
<b>Organisation Chart:</b> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">DHT/AHT</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Team Leader</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;"><b>Class teacher</b></div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Teaching assistant / Apprentices</div> </div>	

## Scope

### Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

### Staff Responsibilities

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

### Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed

## Summary of Main Contacts.

- Pupils
- Teachers
- Parents
- Governors
- Other school staff
- Other professionals
- LEA

## Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

**Main Tasks/Accountabilities**

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required:

1. To model and promote the values, ethos, vision and policies of the school ensuring the pursuit of high standards for all pupils including those with additional needs.
2. To uphold public trust in the profession and maintain high standards of ethics and professional behaviour.
3. To plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
4. To assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
5. To adapt teaching to respond to the strengths and needs of pupils and in so doing to promote good progress and outcomes by all pupils.
6. To set high expectations which inspire, motivate and challenge pupils
7. To maintain good order and discipline among pupils, managing behaviour effectively in line with agreed policy and approaches, to ensure a safe and happy learning environment.
8. To direct and supervise support staff assigned to your classes and pupils.
9. To help every child, including those considered to have SEND, to achieve high levels of independence, self-esteem, emotional and social skills, self-discipline, and a positive self-image as a learner.
10. To write and review individual provision plans (IPP) for pupils on the SEND register, in consultation with the Inclusion Leader and outside agencies as appropriate, planning the curriculum for such pupils to reflect the IPP provision.
11. To work in partnership with parents including communicating regularly with them about their child's learning and other needs, supporting them to contribute to their child's learning, leading workshops (as and when appropriate) and drafting written communication including letters and annual reports.
12. To contribute to the development, implementation and evaluation of the school's curriculum, school improvement plan and policies as a subject leader.
13. To participate in the annual performance management cycle, in regular planning and professional meetings, in INSET Days, and in external training programmes in line with the CPD Policy.
14. To make a positive contribution to the wider life and ethos of the school; for example, attending school educational trips (including residential) and special occasions, PTA events and other events (as and when appropriate) in the school's annual calendar.

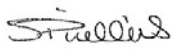
# PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p><b>Knowledge/Qualifications:</b> (including professional body qualifications, NVQs etc and Training )</p> <ul style="list-style-type: none"><li>▪ Qualified teacher status</li><li>▪ Degree</li><li>▪ Successful primary teaching experience or other relevant experience</li></ul>
<p><b>Skills/Abilities:</b></p> <ul style="list-style-type: none"><li>▪ Knowledge of the National Curriculum</li><li>▪ Knowledge of effective teaching and learning strategies</li><li>▪ A good understanding of how children learn</li><li>▪ Ability to adapt teaching to meet pupils' needs</li><li>▪ Ability to build effective working relationships with pupils and parents</li><li>▪ Knowledge of guidance and requirements around safeguarding children</li><li>▪ Knowledge of effective and positive behaviour management strategies</li><li>▪ Good ICT skills, particularly using ICT to support learning</li></ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least 1 or 2 years experience of working with children and particularly children with special educational needs is desirable</li></ul>
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"><li>▪ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li><li>▪ High expectations for children's attainment and progress.</li><li>▪ Ability to work under pressure and prioritise effectively.</li><li>▪ Commitment to maintaining confidentiality at all times.</li><li>▪ Commitment to safeguarding and equality.</li><li>▪ Calm under pressure, adaptable and energetic.</li><li>▪ A caring and positive attitude.</li><li>▪ A good listener and sensitive to pupils' needs.</li><li>▪ A sense of responsibility.</li><li>▪ Flexibility and use of initiative.</li></ul>
<p><b>Special Factors:</b></p> <ul style="list-style-type: none"><li>▪ Need to work flexibly to accommodate educational trips (may include residentials) and special events outside of school day.</li></ul>

**Note:** This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Duties will inevitably develop as the work of the school changes to meet the needs of our school community and our aim for continuous improvement. Employees should therefore expect periodic variations to job descriptions. The school, in consultation with employees, reserves this right.

Signature of Post Holder----- Date -----

Signature of Head Teacher-----  ----- Date April 2023