

# Job description: Class Teacher

## Job details

**Salary:** Main Pay Range

**Contract type:** Full-time, permanent

**Reporting to:** Head Teacher

## 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

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### 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 the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### 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

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## **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, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

## **Other areas of responsibility**

- Engage fully with the school's curriculum development and leadership pathway programme to support the management of a national curriculum subject or subjects

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

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## Additional information

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

*Somerles Infant School and Early Childhood Education Centre is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*CVs will not be accepted for any post at Somerles Infant School and Early Childhood Education Centre.*

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the current School Teachers' Pay and Conditions Document.*

Somerles Infant School and Early Childhood Education Centre will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that the school's policies are reflected in all aspects of their work, in particular those relating to:

- Equal Opportunities
- Health and Safety
- Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- the candidates' motivation to work with children and young people
- the candidates' ability to form and maintain appropriate relationships and personal boundaries with children and young people
- the candidates' emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline

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## Person specification

Criteria	Qualities	Essential or desirable	How will this be identified?
<b>Qualifications and experience</b>	1. Qualified teacher status or Early Years Teacher Status	1. E	<ul style="list-style-type: none"> <li>- Proof of qualification</li> <li>- Supporting statement</li> </ul>
	2. Degree	2. E	
	3. Successful teaching experience	3. D	
<b>Skills and knowledge</b>	4. Knowledge of Early Years Foundation Stage (EYFS) statutory framework	4. E	<ul style="list-style-type: none"> <li>- Supporting statement</li> <li>- Professional discussion</li> </ul>
	5. Knowledge of the National Curriculum	5. D	
	6. Knowledge and understanding of formative assessment strategies	6. E	
	7. Knowledge and understanding of statutory assessment procedures	7. E	
	8. Knowledge and understanding of statutory assessment procedures	8. E	
	9. Knowledge of effective teaching and learning strategies	9. E	
	10. A good understanding of how children learn	10. E	
	11. Ability to adapt teaching to meet pupils' needs	11. E	
	12. Ability to build effective working relationships with pupils	12. E	
	13. Knowledge of guidance and requirements around safeguarding children	13. E	
	14. Knowledge of effective behaviour management strategies	14. E	
	15. Good ICT skills, particularly using ICT to support learning		

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Criteria	Qualities	Essential or desirable	How will this be identified?
Personal qualities	15. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	15. E	<ul style="list-style-type: none"> <li>- Supporting statement</li> <li>- Professional discussion</li> </ul>
	16. High expectations for children’s attainment and progress	16. E	
	17. Ability to work under pressure and prioritise effectively	17. E	
	18. Commitment to maintaining confidentiality at all times	18. E	
	19. Commitment to safeguarding, equity and equality	19. E	

## Notes:

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

- **Last review date:** March 2023
- **Next review date:** March 2024

**Head teacher’s signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post holder’s signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

