



## **CLASS TEACHER - JOB DESCRIPTION**

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

### **Purpose of Job**

- To carry out the duties of a class teacher as set out in School Teachers' Pay and Conditions document September 2012 under the supervision of a qualified mentor.

### **Teaching Responsibility and Key Tasks**

- To take responsibility for a class
- Full participation in the planning and preparation of lessons
- Assessing, recording and reporting on the development, progress and attainment of all pupils

### **Specific Responsibilities**

- To keep up-to-date with current information and research by attending courses, workshops and through personal reading
- To support actively and implement all agreed school policies whilst carrying out the normal course of teaching duties
- To motivate staff by personal influence, enthusiasm and excellent practice, raising the profile of the school's reputation
- When required, to update Governors of developments; speak at GB meetings and in committees
- To attend LA/ Trust Network Meetings and seek advice from other relevant training organisations.

### **Class Responsibilities**

- To provide challenging pupil targets to enable the school to meet its priorities
- To be accountable for securing effective delivery of the new curriculum
- To ensure the curriculum supports the raising of standards in reading, writing, maths and computing
- To identify interventions that impacts on raising achievement and leads to accelerated progress, closing children's gaps in learning
- To ensure that planning for the curriculum meets the needs and abilities of all pupils
- To monitor the progress of all pupils, particularly in reading, writing and mathematics
- To deliver high quality learning opportunities
- To be proactive as a class teacher, meeting regularly with Learning Support Assistant to discuss strategic actions to support individual learning needs.
- To inform parents of current initiatives and practice throughout the school by means of letter, website, curriculum meetings and workshops



## **CLASS TEACHER -**

## **PERSON SPECIFICATION**

### **Qualifications and Training**

- Qualified Teacher Status

### **Experience**

- Evidence of successful teaching experience in a Primary School

### **Professional Knowledge and Understanding**

- Understanding of outstanding practice in teaching and learning
- Thorough knowledge of progression within and expectations of the new National Curriculum
- Knowledge and understanding of the core subjects
- Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy
- A clear understanding of a range of assessment practices including Assessment for learning (AfL) and gap analysis

### **Professional Skills and Abilities**

- Evidence of excellent class teaching to provide a model of outstanding practice for others
- Evidence of the ability to work as part of a team ensuring that all members, including Learning Support Assistants, are deployed effectively
- The ability to plan and deliver effective and targeted in house training
- A proven track record of participation in the leadership and management of an aspect of the school
- A commitment to raising achievement through monitoring and evaluating and reporting effectively to the leadership team and to governors
- A strategic understanding of the analysis of a range of data
- The ability to use the analysis of data to plan effectively for all pupils and to address gaps in learning

### **Personal Qualities**

- Excellent communication and interpersonal skills with both adults and children
- Flexibility, sensitivity and the ability to find solutions
- Excellent record of personal attendance and punctuality
- A self-starter with the resilience and ability to plan individual programmes of work and achieve designated targets

### **Equal Opportunities**

- Knowledge and understanding of equality of opportunity issues and how they can be addressed in schools
- Knowledge of the significance of quality first teaching in the SEND code of practice.
- Commitment to safeguarding and protecting the welfare of children
- Understanding of how pupils with special needs may be supported and included within a primary classroom
- Ability to differentiate for pupils with English as an Additional Language

Signed: \_\_\_\_\_ Employee/Subject Leader

Signed: \_\_\_\_\_ Principal      Date: \_\_\_\_\_