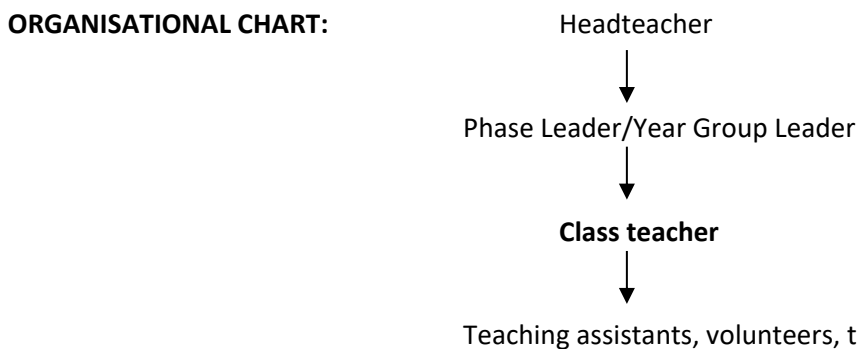




## Class Teacher Job Description & Person Specification

### Job Description - Class Teacher

**RESPONSIBLE TO:** Phase Leader/Head teacher



**GRADE:** MPR/UPR

**PURPOSE OF POST:** You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions document, supporting the ethos, aims and vision of the school.

### PRINCIPAL RESPONSIBILITIES:

#### Teaching Duties

Your post requires you to teach children in the age range 7 - 11 years.

In addition to your duties as described in the Professional Standards for Teachers documents, you will:

1. Be required to prepare, deliver and evaluate lessons based on school policies using long, medium and short term planning frameworks.
2. Need to address recording, reporting and assessment as described in the agreed policy.
3. Need to promote continuity and progression as children transfer from one year group to the next.
4. Be required to provide a stimulating, well organised environment for the pupils in your class and to contribute to the general good appearance of the school.
5. Need to involve parents as partners in the education of their children.
6. Need to liaise with outside agencies as appropriate.
7. Co-ordinate, develop and lead an area of the curriculum or aspect of school organisation if required by the Head teacher.
8. Participate in the School's Performance Management Programme and your performance will be reviewed against the targets agreed at the annual planning meeting (not required for Early Career Teachers).

**CONTEXT:**

All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies, including those for behaviour and child protection. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy environment. They should be involved with promoting the acceptance and integration of pupils with special educational needs and assisting pupils for whom English is a second language.

All Staff will be expected to undergo training related to their role and also participate in the school's appraisal scheme.

<b>Supervisory Management:</b>	Teaching Assistants, parents and students working in your class and outside agencies and visitors to your class.
<b>Physical Effort:</b>	Classroom equipment, materials and resources.
<b>Financial Resources:</b>	As required by the Head teacher.

**The School 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. Applicants for this public-facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English.**

**CVs will not be accepted for any posts based in schools.**

## Person Specification - Class Teacher

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

**Essential:-** Without which candidate would be rejected

**Desirable:-** useful for choosing between two good candidates

Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Teaching in the relevant Key Stage and curriculum areas	1,2	Working with children with English as an additional language and/or Special Educational Needs and/or vulnerable groups	1,2
	Using data to inform target setting and planning	1,2		
<b>Skills/Abilities</b>	Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies)	1,2	Able to coach and mentor others	1,2
	Able to use IT to support both the curriculum and work organisation	1,2	Key Stage/Subject specialism	1,2
	Able to work as part of, and contribute to, whole-school, multi-disciplinary teams	1,2		
	Able to identify the necessary resources which ensure high quality teaching and learning	1,2,5		
	Able to effectively plan and deliver high quality lessons	1,2,5		
	Ability to monitor and evaluate the impact of teaching and learning, assess the needs of individuals, provide feedback and thereby develop future planning	1,2		
<b>Equality Issues</b>	Demonstrate commitment to inclusive teaching and learning	1,2		
	Aware of the effects of discrimination on pupils, parents, colleagues and policy	1,2		

<b>Specialist Knowledge</b>	Demonstrable knowledge of the curriculum	1,2	Understanding of how to develop creativity in the curriculum	1,2
	Knowledge of behaviour management techniques and the impact of high quality teaching and learning on behaviour	1,2		
<b>Education and Training</b>	Qualified Teacher Status	1,2,4		
	Evidence of on-going CPD	1,2,4		
	Knowledge of child protection and safeguarding issues	1,2		

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's and the school's policies are reflected in all aspects of their work, in particular those relating to;

- Equal Opportunities
- Health and Safety
- General Data Protection Regulations

*The School 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 Criminal Records Bureau.*

*CVs will not be accepted for any posts based in schools.*

2023