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**St Michael’s Church of England Infant School**

**KS1 Class Teacher Vacancy**

**Job Description – Part-time Class Teacher**

**Temporary Fixed-term contract - 1 academic year starting September 2025**

**(20/100)**

**Post:** Class Teacher

**Responsible to:** Headteacher

**Job Purpose:** To provide effective teaching and learning to enable

children to achieve the highest standards possible.

# Professional Duties

## Teaching

* Planning and preparing lessons at the correct pitch with appropriate support and challenge
* Maintaining a tidy and orderly classroom with attractive, informative child-centred displays and well managed resources.
* Promoting and sustaining a safe, productive, disciplined and calm classroom environment.
* Meeting the educational needs of all pupils through differentiated tasks when appropriate.
* Having regard for the specific needs of pupils with special educational needs and ensuring quality of access to the curriculum.
* Promoting general progress and well-being of individual pupils of any class or group assigned.
* Communicating and co-operating with colleagues in relation to both pupils in the class and wider school issues.
* Be responsible for the attainment and progress of all pupils in the class.

## Assessment and Reporting

* Make accurate and productive use of assessment to secure pupil’s progress including
* Recording and reporting on the development, progress and attainment of pupils both in oral and written form.
* Providing children with developmental feedback in line with school policy
* Communicating and consulting with parents of pupils, both informally and at formal parents evenings
* Communicating and co-operating with persons or bodies outside the school and participating in relevant meetings.

## Training and Development

* Participate in relevant meetings at the school or off site, which relate to the curriculum or to the administration or organisation of the school.
* Participate in the arrangements for teacher performance management.
* Review and reflect, both formally and informally, on methods of teaching and programmes of work
* Participate in arrangements for further training and professional development of the curriculum, methods of planning, learning and teaching, assessment and pastoral care.
* Engage and co-operate with the Head of School or Executive Headteacher and other teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
* Maintaining good order and discipline among the pupils so as to safeguard their health and safety both on the school premises and when they are engaged in school activities elsewhere in line with the school Behaviour Policy.

## Other

* Support and contribute to the Christian ethos of the school.
* Be a positive role model demonstrating school values and ethos, maintaining high standards in your own attendance and punctuality.
* Participate in school evaluation and review.
* To be responsible for the supervision and the direction of the work of teaching assistants.
* Take a lead on one or more curriculum areas.
* Have due regard to the school’s policy on equal opportunities.
* Taking and attending assemblies.
* To perform, in accordance with any direction which may be reasonably given by the Head of School or Executive Headteacher, any duties that may reasonably be assigned.

***Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undertake an enhanced level check by the Disclosure and Barring Service***