



Role: Class Teacher

Job description

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose

- To carry out professional duties and to have responsibility for an assigned class
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities
- To promote the aims and objectives of the school and maintain its philosophy of education

Main Duties and Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the Early Years Foundation Stage Curriculum / National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.

- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Person Specification

Post Title: Class teacher (MPS)

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Achieved GCSE (grade A* - C) or a recognised equivalent in English, Maths and Science	✓	
Qualified teacher status in the UK (e.g. BEd, PGCE)	✓	
Experience		
Successful completion of at least one year in the post of Class Teacher in a primary school		✓
Experience of primary school class teaching in a multicultural inner-city environment		✓
Experience of effective support staff deployment within own classroom		✓
Successful experience in leading a curriculum area, coordinating activities and resources and supporting colleagues in the delivery of this specialist area		✓
Professional Knowledge and Understanding		
Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people	✓	
Sound knowledge of the National Curriculum for all the subjects for both Key Stages	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching	✓	
Familiarity with KS1 and 2 assessment, including end of Key Stage arrangements	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> • Participation and implementation of the Safeguarding and Behaviour Policies • Awareness of Health and Safety implementation in the work place • Implementation of the school Equalities Policy 	✓	

Understanding of the contribution of EMA work in a primary school and what constitutes good practice and support for bilingual learners	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils who are from disadvantaged backgrounds and those with EAL and SEN	✓	
Familiarity with writing and delivering effective Support Plans for pupils with SEN	✓	
Professional Skills and Abilities		
An ability to create a stimulating and safe classroom environment which promotes support, challenge and celebration of children's learning journey	✓	
Demonstrate good / excellent teaching and class management skills	✓	
Understanding of and ability to develop 'the whole child', using positive strategies to meet any identified needs including those relating social and emotional development	✓	
Sound ICT knowledge and skills relating to class teaching, able to demonstrate the effective use of ICT to enhance learning and teaching	✓	
Ability to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Ability to use key assessment for learning strategies (e.g. marking prompts, pupils' self and peer assessment) to scaffold and extend learning on a daily basis in order to secure good rates of progress	✓	
Ability to carry out periodic assessment and recording of the progress of pupils' learning in line with school policy	✓	
Ability to develop children's self-esteem and respect for others	✓	
Ability to plan and work collaboratively with colleagues including members of staff leading on promoting the ethos of the school	✓	
Personal Qualities		
Have a sensitive, empathetic and patient manner towards pupils	✓	
Ability to engage parents in order to encourage their close involvement in the education of their children		✓
A flexible approach to work who enjoys being a good team member	✓	

Good communication skills both orally and in writing and to a range of audiences including parents and the governing body	✓	
Ability to manage own work load effectively through strong organisational and time management skills	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	