

**THE WINDMILL PRIMARY FEDERATION**

**Job Description**

**Class Teacher Role**

**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 & Learning**

* 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 all pupils (including those with SEND)
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge

**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**

* Engage in the school’s appraisal procedures
* Engage in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others (support staff)

**Communication**

* Communicate effectively and diplomatically with pupils, parents and carers and colleagues
* Check and respond to emails and other lines of communication in a timely fashion

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school and cluster
* Develop effective professional relationships with colleagues

**Subject Leadership (If not an ECT)**

• coordinate the development of a cohesive and effective long-term plan in your subject;

• review, monitor and evaluate current practice (including schemes and policies) and provide feedback to the Senior Leadership Team;

• support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate;

• lead by example, through good classroom practice;

• disseminate information to the staff, and provide INSET to promote staff development and improve classroom practice;

• build professional capacity in all staff within your subject area

• mentor and coach

• review and provide a new action plan for the subject at the end of the financial year.

• maintain an up-to-date knowledge of local and national initiatives

• be responsible for any budget allocated to the subject area, and prioritise resource needs as indicated in the School Improvement and Development Plan;

• monitor the quality of teaching and learning within your subject

• lead assessment and assessment for learning within your subject

• provide regular reports based on the monitoring of your subject and an annual report detailing the progress of the subject

**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

**Personal and professional conduct**

* Employees are bound by the school’s Code of Conduct and should read this in conjunction with their Job Description.
* 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

**Safeguarding**

This includes:

● The responsibility to provide a safe environment in which children can learn

● To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm.

All staff then have a responsibility to take appropriate action, working with services as needed.

**GDPR**

The school processes any personal data in accordance with its data protection policy.

*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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.*

# Person Specification

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| Criteria | Essential Qualities |
| **Qualifications and experience** | * Qualified teacher status * Degree * Successful primary teaching experience |
| **Skills and knowledge** | * Knowledge & understanding of the Primary National Curriculum * Knowledge of effective teaching, learning and assessment strategies * A good understanding of how children learn no matter of their ability * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behaviour management strategies * Good ICT skills, particularly using ICT to support learning |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * High expectations for children’s attainment and progress * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Punctuality * Conscientiousness * Strong work ethic |