



JOB DESCRIPTION

Class Teacher
Teachers Pay Scale

Main Duties and Responsibilities:

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

a) Planning, Teaching and Class Management

Teach allocated pupils through appropriate planning to achieve progression of learning by:

- 1) setting tasks which challenge **all** pupils and ensure high levels of interest;
- 2) setting appropriate and demanding expectations;
- 3) setting clear targets, building on prior attainment
- 4) identifying SEN or very able pupils;
- 5) providing clear structures for lessons maintaining pace, motivation and challenge;
- 6) making effective use of assessment and ensure coverage of programmes of study;
- 7) ensuring effective teaching and best use of available time;
- 8) maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- 9) using a variety of teaching methods to:
 - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- 10) ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- 11) evaluating own teaching critically to improve effectiveness;
- 12) ensuring the effective and efficient deployment of classroom support
- 13) taking account of pupils' needs by providing structured learning
- 14) opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;

- 15) encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- 16) using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

b) Monitoring, Assessment, Recording, Reporting

- 1) assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- 2) mark and monitor pupils' work daily and set targets for progress;
- 3) assess and record pupils' progress systematically and keep records to:
 - ✓ check work is understood and completed,
 - ✓ monitor strengths and weaknesses,
 - ✓ inform planning and recognise the level at which the pupil is achieving;
- 4) undertake assessment of pupils as requested nationally and by school monitoring procedures;
- 5) prepare and present informative reports to parents about achievement and attitudes to learning.

c) Curriculum Development

- 1) To lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance in order to achieve agreed priorities.
- 2) To be responsible for co-ordinating action to achieve agreed targets in your curriculum subject.
- 3) To analyse and interpret relevant national, local and school data, research and inspection evidence, to inform policies, practice, expectations, targets and teaching methods.
- 4) To lead the staff in the writing of an appropriate policy for your area of responsibility. To monitor and evaluate the implementation of that policy. To review it in line with changed circumstances or as considered appropriate by yourself and the headteacher.
- 5) To ensure that there is an appropriate long term plan and scheme of work for all staff to follow. To assist the headteacher to monitor planning to ensure continuity and progression.
- 6) To monitor the learning and teaching in your area of responsibility in consultation with the headteacher and the leadership team.
- 7) To ensure that assessment is an integral part of planning and check that it is being carried out and recorded effectively so that its outcomes are being used to inform future teaching and learning.
- 8) To ensure that all staff are kept informed of developments in your area of responsibility in order to identify training needs.
- 9) To consult with the headteacher and Health and Safety Governor to conduct a risk assessment review encompassing your area of responsibility.
- 10) To Liaise with the SENCO as appropriate.
- 11) To be responsible for the provision, availability and accessibility of appropriate resources.
- 12) To be responsible for the budget for your area of responsibility.
- 13) To liaise with other schools to share best practice, as appropriate.

14) To report to the Governors curriculum sub committee.

d) Other Professional Requirements

- 1) have a working knowledge of teachers' professional duties and legal liabilities;
- 2) operate at all times within the stated policies and practices of the school;
- 3) establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- 4) endeavour to give every child the opportunity to reach their potential and meet high expectations
- 5) contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school;
- 6) take responsibility for their own professional development and duties in relation to school policies and practices;
- 7) liaise effectively with parents and governors



PERSON SPECIFICATION

Class Teacher
Teachers Pay Scale

Qualifications/Education/Training:

- ✓ Qualified Teacher status
- ✓ Evidence of continuous INSET and commitment to further professional development

Experience:

- ✓ Successful completion of teaching experience(s) in the Primary Phase.
- ✓ Ability to demonstrate knowledge of the promotion of equal opportunities in Education.
- ✓ The Class Teacher should have experience of teaching at Key Stage 1/Key Stage 2
- ✓ In addition, the Class Teacher might have experience of teaching across the whole Primary age range
- ✓ working in partnership with parents.

Knowledge, Skills and Abilities:

The Class Teacher should have knowledge and understanding of:

- ✓ the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
- ✓ statutory National Curriculum requirements at the appropriate key stage
- ✓ the monitoring, assessment, recording and reporting of pupils' progress
- ✓ the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection
- ✓ the positive links necessary within school and with all its stakeholders
- ✓ effective teaching and learning styles

In addition, the Class Teacher might also have knowledge and understanding of:

- ✓ the preparation and administration of statutory National Curriculum tests

The Class Teacher will be able to:

- ✓ promote the school's aims positively, and use effective strategies to monitor motivation and morale
- ✓ develop good personal relationships within a team;
- ✓ establish and develop close relationships with parents, governors and the community
- ✓ communicate effectively (both orally and in writing) to a variety of audiences
- ✓ create a happy, challenging and effective learning environment
- ✓ Ability to demonstrate good classroom and behaviour management strategies
- ✓ Ability to contribute to and support the ethos of the school

In addition, the Class Teacher might also be able to:

- ✓ develop strategies for creating community links

Other Requirements:

- ✓ Enhanced CRB check
- ✓ Strong commitment to furthering equalities in both service delivery and employment practice

Personal Characteristics:

- ✓ Approachable
- ✓ Committed
- ✓ Empathetic
- ✓ Enthusiastic
- ✓ Organised
- ✓ Patient
- ✓ Resourceful