



**WILLIAM FARR**  
C of E Comprehensive School

# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB ROLE: Class Teacher

**Reports to:** Head of Faculty

**Grade:** M1 – M6 / UPS 1 – UPS3

## JOB DESCRIPTION

### Overall Responsibilities:

- 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

- 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 students
- Set high expectations which inspire, motivate and challenge students
- Promote excellent progress and outcomes by students
- Demonstrate excellent subject and curriculum knowledge
- Demonstrate their quality of teaching is 'good' to 'outstanding'
- Participate in arrangements for preparing students for external tests

#### Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and students' development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- To attend meetings as required by the Headteacher.
- To participate in the school's absence cover arrangements.
- To undertake break time and bus supervision duties as required.

**General**

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

## PERSON SPECIFICATION

| Qualifications, Knowledge and Experience                                                                                                           |           |           |                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------|
|                                                                                                                                                    | Essential | Desirable | Assessment                |
| Qualified Teacher Status                                                                                                                           | ✓         |           | Application               |
| Further professional qualification                                                                                                                 |           | ✓         | Application               |
| Experience of teaching in relevant Key Stages in the relevant subject                                                                              | ✓         |           | Application               |
| Knowledge of the relevant statutory frameworks and exam specifications                                                                             | ✓         |           | Application               |
| Experience of successful strategies for raising students' achievement with innovative pedagogy                                                     | ✓         |           | Application/<br>Interview |
| Knowledge of effective behaviour management strategies and experience of implementation                                                            | ✓         |           | Application/<br>Interview |
| An awareness, understanding and commitment to the principles of inclusion, with experience of implementing strategies for challenging all students | ✓         |           | Application/<br>Interview |
| Knowledge and understanding of monitoring, assessment, recording and reporting of students' progress                                               | ✓         |           | Application/<br>Interview |
| Knowledge and understanding of strategies needed to establish consistently high aspirations, outcomes and behaviour                                | ✓         |           | Application/<br>Interview |
| Understanding of equality, diversity and inclusion and demonstrating this in teaching practice                                                     |           | ✓         | Application/<br>Interview |
| Knowledge of safeguarding                                                                                                                          | ✓         |           | Application/<br>Interview |
| Understanding of the local area and the strengths and challenges within those communities                                                          |           | ✓         | Application/<br>Interview |
| Excellent written and verbal communication and attention to detail.                                                                                | ✓         |           | Application/<br>Interview |
| Personal Qualities                                                                                                                                 |           |           |                           |
| Able to build positive relationships with staff, parents and students                                                                              | ✓         |           | Interview                 |
| Be organised and able to prioritise                                                                                                                | ✓         |           | Interview                 |
| Be flexible                                                                                                                                        | ✓         |           | Interview                 |
| Be professional and efficient                                                                                                                      | ✓         |           | Interview                 |
| Be empathetic, personable and relatable                                                                                                            | ✓         |           | Interview                 |
| Good timekeeping                                                                                                                                   | ✓         |           | Interview                 |
| Ability to remain calm under pressure and manage conflict/challenging conversations in a professional manner                                       | ✓         |           | Interview                 |
| Willingness to 'go the extra mile' when required and hold themselves to high personal and professional standards                                   | ✓         |           | Interview                 |