



All Saints' C of E Primary School

Job Description – Class teacher

Purpose of Job	<p><i>As a class teacher</i></p> <ul style="list-style-type: none">• To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LEA and school policies. <p><i>As a staff member within the school</i></p> <ul style="list-style-type: none">• To encourage and support the Christian ethos of the school through participation in, and co-operation with, arrangements for prayer, worship and RE development in school.• To support the efforts of the school by being committed to the Mission Statement and in promoting home-school-parish co-operation.
Class Teacher	<ul style="list-style-type: none">• To plan work for the class in accordance with national, LEA and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant, stimulating creative curriculum.• To ensure a close match between the learning experiences offered and the individual needs of the children in the class taking account of individual learning preferences, so as to give each child an opportunity to achieve to the maximum of his/her capability.• To make appropriate educational provision for all children including those with SEND and EAL, with support from the Inclusion Manager.• Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.• To teach effectively, with commitment and sensitivity, using methods that facilitate autonomous learning and promote self-discipline, initiative, integrity and problem solving skills.• To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.• To maintain a high standard of display both in the classroom and in other areas of the school.• To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.



Class Teacher (continued)	<ul style="list-style-type: none">• To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.• To assess children's progress, maintain records and provide written annual report to parents and carers in accordance with school policies.• To be sensitive to issues relating to cultural considerations and equal opportunities and to ensure that appropriate action is taken to reduce and remove any inequalities that are identified.• To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.• At all times work within the framework provided by the School's Policy statements and fulfil the general aims and objectives of the School Development Plan.• To ensure Health and Safety policies and practices, including risk assessments, are implemented where appropriate.• As a class teacher to promote the general progress and well being of individual pupils and the class as a whole.• To liaise with support staff both school based, from the LEA & from other external bodies as required.• To take responsibility for the management of other adults in the classroom.• To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.• To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
Pastoral	<ul style="list-style-type: none">• To value each child as an individual.• To foster each child's self-image and esteem and establish relationships which are based on mutual respect.• To accompany pupils to assemblies and other acts of worship• To encourage pupils' full attendance at school and their participation in other aspects of school life.• To be aware of Child Protection issues and alert appropriate staff to problems experienced by pupils.• To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress, attainment, behaviour and welfare.• To take part in Open Evenings, Parents' Progress Evenings, INSETs, Meet the Teacher sessions etc• To contribute to PSHE and citizenship according to school policy.• To apply behaviour management systems so that effective learning can take place.

**Key Organisational Objectives**

To contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed;
- Ensuring compliance with Data Protection legislation;
- At all times operating within the school's Equal Opportunities framework;
- Commitment and contribution to improving standards for pupils as appropriate;
- Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Date of issue:

Name of Teacher

Signature of Post holder

Signature of Head Teacher



Person Specification / Selection Criteria

The governors are seeking to appoint a highly motivated and enthusiastic teacher, who will work in close partnership with the Senior Leadership team, to meet the educational challenges of the future.

The school has a strong identity as a church school and the Governors seek to appoint a candidate supportive of that ethos.

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the short listing and interviewing process for the post.

Education and Qualifications	<ul style="list-style-type: none">• Education to degree level• Qualified teacher status• Evidence of Continual Professional Development
Knowledge and understanding	Thorough knowledge and understanding of: <ul style="list-style-type: none">• excellent primary practice• the requirements of primary curriculum and of how standards can be raised• equal opportunities issues and the implementation of equal opportunities policy• inclusion and how this impacts on children• high expectations of pupils' in terms of educational outcomes and their behaviour
Skills and abilities	Candidates will be expected to demonstrate the ability to: <ul style="list-style-type: none">• be a highly effective class teacher understanding how to bring about exciting and meaningful learning.• raise the standards of pupils' attainment and secure progress towards their targets• track progression and organise and implement a range of strategies to ensure a child makes progress• communicate effectively and accurately in a variety of contexts and at the level necessary for the post• deal with children with warmth, care and understanding and yet set clear and appropriate boundaries for behaviour• motivate, work with and relate positively to colleagues and parents• work positively with a wide range of cultural, ethnic and social groups• work effectively as part of a team.• have excellent ICT skills to support the learning of pupils at the primary level.
Self-management / personal qualities	Candidates will be expected to demonstrate that: <ul style="list-style-type: none">• s/he can maintain a sense of proportion. Plan, organise and prioritise workload.• s/he is highly motivated and committed.• s/he can use own initiative, set realistic goals, work towards them and monitor progress.• s/he has the desire to continue learning for themselves.• s/he is flexible, able to cope with change.