



**Symphony Learning  
TRUST**

# **Job Description and Person Specification – Class Teacher**



# Job Description – Class Teacher

The job description will be performed in accordance with the provisions of the school teacher's Pay and conditions document and within the range of teacher's duties set out in the document.

<p><b>Job Purpose</b></p>	<ul style="list-style-type: none"> <li>• Deliver the best possible education to the children.</li> <li>• Ensure high levels of safeguarding for all children.</li> <li>• Provide professional leadership and management for their class in order to secure effective use of resources and teaching assistants.</li> <li>• Be an active member of the teacher team, sharing ideas and resources.</li> </ul>
<p><b>To whom the postholder reports</b></p>	<ul style="list-style-type: none"> <li>• Headteacher, Senior Management Team and Phase leader.</li> <li>• The year group teaching team.</li> <li>• The post holder is also expected to interact on a professional level with all colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across Glen Hills.</li> <li>• ETC would have mentor support/Induction tutor</li> </ul>
<p><b>Line Management</b></p>	<ul style="list-style-type: none"> <li>• Together with the Headteacher and senior management team, the post holder is responsible for the development of pupils in their registration class and for effective communication with all support staff and adult helpers within the class and year group.</li> </ul>
<p><b>Duties and responsibilities specific to the post</b></p>	<ul style="list-style-type: none"> <li>• To develop and implement policies and practices of the school.</li> <li>• To plan effective medium and short term planning for the class / year group.</li> <li>• To coordinate a subject/area.</li> <li>• To support the school ethos.</li> <li>• To contribute to the schools' core development plan.</li> <li>• To keep abreast of relevant CPD and national, local and school initiatives to maintain good subject knowledge.</li> <li>• To ensure that displays are relevant and aesthetic in the school and the classroom area.</li> <li>• To liaise with subject leaders in promoting subjects and resources within the classroom.</li> <li>• To teach accordingly to the educational needs of the children.</li> <li>• To ensure records are kept up to date and you have a keen understanding of data.</li> <li>• To ensure effective liaison with parents and governors.</li> <li>• To assess termly in line with the school's assessment procedures.</li> <li>• To deliver good/outstanding lessons where children build up their long term memory so every child can reach their full potential.</li> <li>• To take extracurricular activities where appropriate</li> <li>• To liaise with colleagues where appropriate to plan, moderate etc and build effective working relationships.</li> <li>• To build good behaviour in line with our behaviour policy and our Routes To Resilience Curriculum.</li> </ul>
<p><b>General duties and responsibilities</b></p>	<p>To work within the framework of national legislation and in accordance with the provisions of the School's Pay Policy, Staffing Policies and procedures, Professional Standards, conditions of service and Teachers Pay and Conditions.</p> <p>In addition, the post is subject to compliance with:</p> <ul style="list-style-type: none"> <li>• School policies and guidelines on the curriculum and school organisation.</li> <li>• Common core of skills and knowledge for the children's workforce.</li> </ul> <p>All teachers have a responsibility to keep up to date with Safeguarding duties and responsibilities and to the welfare of all children they come into contact with.</p>

The duties and responsibilities detailed within this job description are supplemented by those accountabilities, roles and responsibilities common to all classroom teachers.

## Personnel Specification – Class Teacher

	<b>ESSENTIAL:</b> It is essential that candidates can provide evidence of:-	<b>DESIRABLE:</b> It is desirable that candidates can provide evidence of:-
<b>QUALIFICATIONS</b>	Degree  Qualified Teacher Status (or pending)	
<b>SAFEGUARDING</b>	DBS/barring clearance and a commitment to follow safeguarding procedures	
<b>EXPERIENCE</b>	Experience with Primary aged children  Evidence of outstanding teaching and assessment	
<b>CURRICULUM</b>	A sound knowledge of National Curriculum expectations and a commitment to developing all subjects in line with the schools' broad, balanced and enriched curriculum.	
	An understanding of child development throughout the Primary Years	
	An understanding of the value and importance of assessment and monitoring within the classroom.	
	The ability to plan and work collaboratively.	
	An appreciation of the value of thorough planning.	
	An ability to offer each child a stimulating, individual and appropriate education.	
	Enthusiasm to create an exciting classroom environment.	
<b>PARENTS</b>	The ability to develop positive relationships with parents.	An ability to work with and encourage parental support in the classroom.

<b>ETHOS</b>	The ability to promote a calm and caring environment within which children's achievements are valued and built upon.	
	A commitment to following the school's positive behaviour policy linked to Routes To Resilience.	
<b>ORGANISATION</b>	The skill to organise and manage the classroom situation to promote an effective learning environment.	
<b>EXTRA CURRICULAR</b>	Strong willingness to take extra-curricular club.	
<b>RELATIONSHIPS</b>	The ability to work positively with all pupils, staff, volunteers and Governors	

