Acacias Community Primary School – Job Description

Job Title: Class Teacher

Purpose: To teach pupils in the 3 – 11 age range (as required) and to teach all aspects of the statutory curriculum and the agreed school curriculum.

Responsible to: The Headteacher / Deputy Headteacher, Governing Body and the Local Authority.

General Duties: To carry out all duties of a school teacher as set out in the current School Teachers Pay and Conditions document and the Professional Standards for Teachers document.

Classroom Responsibilities:

1. To ensure high standards of work, attendance and punctuality from pupils, in accordance with agreed school policy and practice.

2. To teach children in the primary age range, catering for and having particular regard to the ability and the aptitude of children within the class, including the planning, preparation of lessons according to the educational needs of the children and marking of their work.

3. To carry out such particular professional duties from the School Teachers' Pay and Conditions Document as the Headteacher may reasonably direct, which include:

   - Assessment of children
   - Recording and reporting assessments
   - Where appropriate, contributing to the professional development of other staff
   - Activities in the review and development of the curriculum or organisation and pastoral functions of the school
   - Participating in training and professional development

4. To support the school's ethos, aims and curriculum policies in order to promote the welfare, progress and continued development of the school and its children.

5. To organise and monitor the work of pupils (or agreed groups) fulfilling the requirements of the National Curriculum and school policies.

6. To share corporate responsibility for the wellbeing, safety and discipline of all pupils by implementing agreed school policies.

7. To liaise with the SENCO or outside agencies as and when necessary.

8. To develop a stimulating learning environment that will encourage and facilitate children's development.

9. To supervise the work of teaching assistants, students and parent helpers.

10. To liaise with parents, providing opportunities for them to discuss and consult about their child's learning and progress.

11. To liaise with outside agencies which may include other schools, pre-school groups, professional bodies, LA, training institutions etc (in connection with your curriculum responsibility).

School Responsibilities:

1. To contribute to displays of work in other parts of the school.

2. To take part in directed hours activities – staff meetings, working parties and INSET.

3. To lead a curriculum area (on completion of the NQT year). This may include

   - reporting to the Senior Management Team or Governing Body as and when required.
   - collecting, evaluating and monitoring children's work and curriculum delivery.
   - revising policies.

4. To run an extra curricular club or activity.

5. To attend whole school events (Christmas and summer fairs, school concerts) as required.

6. To lead a school-wide initiative as required.

7. To participate in Performance Management objective setting and review meetings as required.

Professional Development

The postholder should carry out his/her duties in accordance with the school's and the LA's policies on Equal Opportunities and an awareness of safeguarding requirements.

This job description is subject to amendment within the terms of your Conditions of Employment as school priorities change.

ACACIAS PRIMARY SCHOOL

PERSON SPECIFICATION

Note to applicants:

Listed below are the minimum requirements considered necessary for the post. In your application, **please address each of the areas asterisked**, giving details of your experience together with examples of how you have undertaken tasks which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post.

MINIMUM ESSENTIAL REQUIREMENTS			METHOD OF ASSESSMENT
1. Training, Qualifications, Experience			
*	1.1	To be a qualified teacher.	Application Form
*	1.2	To have attended recent relevant courses.	Application Form
*	1.3	To have had recent relevant teaching experience in the primary sector.	Application Form
2. Abilities			
	2.1	The ability to employ a range of teaching strategies and styles.	Interview
*	2.2	The ability to work effectively as part of a team.	Application Form /Interview
	2.3	The ability to maintain proper professional standards at all times.	Interview
*	2.4	The ability to ensure high levels of teacher expectation are evident at all times.	Application Form /Interview
*	2.5	The ability to promote the social, cultural and moral development of all pupils.	Interview
	2.6	The ability to employ effective strategies and systems for securing good discipline.	Interview
	2.7	The ability to promote effective links with parents.	Interview

3. Special Knowledge			
*	3.1	Understanding of the learning, social, cultural and pastoral needs of pupils.	Application Form /Interview
*	3.2	Knowledge of relevant legislation and new developments in the curriculum.	Application Form/ Interview
*	3.3	Awareness and understanding of the principles and practices of equal opportunities and the various cultures served by schools in urban areas.	Application Form/ Interview
4. Work Related Circumstances – Commitment:			
*	4.1	To the school's Equal Opportunity Policy.	)))) Application Form.)))
*	4.2	To promoting the school as part of the community.	
*	4.3	To the development of the professional effectiveness of all staff.	
*	4.4	To running extra curricular clubs and activities and attending whole school events.	