



## **FULBOURN PRIMARY SCHOOL**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### **Job Description**

<b>Job Title:</b>	Class Teacher
<b>Reports to:</b>	Headteacher
<b>Grade:</b>	Main Scale
<b>Location:</b>	Fulbourn Primary School
<b>Hours:</b>	Full Time

*As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher.*

### **Main purpose**

The teacher will:

- 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 pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

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

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures to support the school's values and vision

- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers both verbally and in writing

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Treating pupils with dignity, building relationships rooted in mutual respect and always observing proper boundaries appropriate to a teacher's professional provision
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### Other areas of responsibility

- Successful leadership of a subject / curriculum area resulting in the raising of standards (desirable though not necessary)

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

### Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified teacher status</li> <li>• Successful primary teaching experience</li> </ul>	/	
<b>Skills and knowledge</b>		
<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of the Early Years Foundation Stage</li> <li>• Understanding of quality in learning and teaching and how to achieve excellence</li> <li>• Good understanding of the different ways that children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Ability to motivate and stimulate pupils of all abilities to enjoy learning.</li> <li>• Ability to create a happy, challenging and effective learning environment</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Ability to communicate effectively orally and in writing to a range of audiences, deal sensitively with people and resolve conflicts</li> <li>• Knowledge of best practice and procedures for safeguarding children and young people</li> <li>• Ability to use research to inform practice</li> </ul>	/	/

<ul style="list-style-type: none"> <li>English language fluency in written and oral communication</li> </ul>		
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Strong belief in delivering the full curriculum to develop the whole child.</li> <li>A solution-focussed mindset and determined “no-excuses” approach to raising standards</li> <li>High expectations for children’s attainment and progress</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Builds excellent rapport with all</li> <li>Prepared to be involved in the whole life of the school.</li> <li>Is adaptable to changing circumstances and new ideas.</li> </ul>	/ / / / / / / / /	