



## Job Description - Class Teacher

The postholder is accountable to the Headteacher and reports to the Senior Leadership Team.

The following job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

### MAIN PURPOSE OF THE POST

To perform the duties of a teacher as outlined in the School Teachers Pay and Conditions document. To have responsibility for a class (or classes according to agreed timetable) and to teach according to the authority's and the school's guidelines and policies. To be able to plan, deliver, monitor and evaluate pupils' learning.

### MAIN ACTIVITIES AND RESPONSIBILITIES

<b>Pupil Learning</b>	<ol style="list-style-type: none"> <li>1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.</li> <li>2. To monitor the overall progress and development of pupils as class teacher.</li> <li>3. To practice sound classroom management of Primary aged pupils.</li> <li>4. To contribute to the raising standards of pupils' attainment through quality first teaching.</li> <li>5. To use support staff effectively according to support learning.</li> <li>6. To create a stimulating environment conducive to a range of learning styles.</li> <li>7. Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs.</li> <li>8. Follow schools agreed approach to the curriculum e.g. Early Years, National Curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own work schemes.</li> <li>9. Demonstrate good, up-to-date subject knowledge.</li> </ol>
<b>Curriculum development</b>	<ol style="list-style-type: none"> <li>10. To take responsibility for a National Curriculum subject, curriculum project or another area of whole school priority.</li> <li>11. To be responsible for identifying resource needs and it's efficient / effective use for a National Curriculum subject.</li> </ol>
<b>Communication</b>	<ol style="list-style-type: none"> <li>12. Communicate effectively both verbally and in writing with a range of stakeholders, and fulfil their professional duties, communicating vital and relevant information including raising concerns in line with school policies.</li> <li>13. Provide information for parents and governors so that they have an understanding of school policies and its implementation.</li> <li>14. Liaise and work in partnership with those responsible for inclusion within the school.</li> <li>15. When appropriate, liaise with external support agencies.</li> <li>16. Communicate both verbally and in writing, to a range of audiences.</li> </ol>
<b>Staff Development</b>	<ol style="list-style-type: none"> <li>17. Identifying key professional development needs and to continue personal development as agreed to ensure impact on quality of teaching.</li> <li>18. To attend staff meetings and take part in formulating and implementing whole school policies.</li> <li>19. To contribute to and on occasion lead staff meetings as appropriate.</li> <li>20. To participate in their own performance management and that of other staff as required.</li> </ol>

	21. To be open to feedback and self reflect with an impact on own practice.
<b>Assessment</b>	<p>22. To track pupils progress and use the information to inform teaching and learning through use of effective assessment for learning strategies.</p> <p>23. To provide or contribute to oral or written assessments or reports.</p> <p>24. To provide data according to the assessment timetable to year group leaders and assessment leader.</p> <p>25. Provide pupils with effective feedback.</p>
<b>School Improvement Plan /Self Evaluation Strategies</b>	<p>26. To contribute to the school improvement plan and strategies for implementation.</p> <p>27. Monitor and evaluate developments in curriculum areas of responsibility.</p> <p>28. Contribute to school self evaluation procedures.</p>
<b>Health and Wellbeing</b>	<p>29. To assist in the implementation of the school's systems and policies relating to safeguarding and behaviour management so that effective learning can take place.</p> <p>30. To contribute to the PSHE, SEAL and pastoral support systems in accordance with school policy.</p> <p>31. Establish a purposeful and safe learning environment for learners.</p>
<b>Additional Duties</b>	<p>32. To play a full part in the life of the school community, to support its ethos and to encourage and ensure staff and pupils follow this example.</p> <p>33. To support the school in meeting its legal requirements including those for worship.</p> <p>34. To comply with the school's health and safety policy and undertake risk assessments as appropriate.</p> <p>35. To keep well informed of current initiatives and good classroom practice.</p> <p>36. To have knowledge of the requirements of the National Curriculum and its implementation.</p> <p>37. Supervise and as far as practicable teach any pupils whose teacher is not available to teach them.</p> <p>38. Organise and run an extra curricular activity for the children either during lunchtime or after school.</p> <p>39. Carry out playground and other duties as directed and within the remit of the <i>School Teachers' Pay and Conditions</i> document.</p> <p>40. Representing the school in a professional manner.</p>



### Person Specification - Class Teacher

		Essential	Desirable
<b>Qualifications</b>	Formal Teaching Qualification recognised by the DfE or other appropriate qualification.	✓	
	Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study and willingness to take on training.	✓	
<b>Professional skills</b>	Effectively taught in the Primary Sector (EYFS, KS1 or KS2).	✓	
	Evidence of high-quality teaching over time resulting in pupils making at least good progress.	✓	
	Able to demonstrate good, up-to-date subject knowledge.	✓	
	Able to act upon advice and seek out professional development opportunities, keeping up to date with developments in education. Able to track the impact of CPD opportunities on Quality of Teaching.	✓	
	Ability to use assessment, monitoring and evaluation to demonstrate impact in Teaching & Learning.	✓	
	Able to assess accurately and contribute effectively to moderation across year group.	✓	
	Successfully led a subject or major project within school.		✓
	Able to use behaviour for learning strategies to develop effective learning behaviour in pupils.	✓	
	Able to manage challenging behaviour and identify possible causes, implementing appropriate actions in line with school policies.	✓	
	Understanding of the issues that may form barriers to learning and be able to initiate appropriate action to narrow the gaps for groups.	✓	
	Evidence of effective provision to meet the needs of all learners.	✓	
	Able to establish a safe and stimulating learning environment, in line with school expectations.	✓	
	Experience of working with children with a range of needs.	✓	
	Effectively taught across different year groups / key stage.		✓
	Effectively taught in the Primary Sector.	✓	
<b>Personal Attributes</b>	Excellent written and oral communication skills.	✓	
	Decisive and well organised.	✓	
	Good team member – passionate about ensuring all students reach their potential.	✓	
	Excellent presentation and inter-personal skills.	✓	
	Show a commitment to removing all the barriers which lead to under-achievement.	✓	

	Excellent time and task management skills.	✓	
	Ability to work under pressure and to deadlines.	✓	
	Ability to use data effectively.	✓	
	Having a sense of humour.	✓	
	Commitment to working with all stakeholders.	✓	
	Self motivated with the ability to motivate others by support, challenge and example.	✓	
	Demonstrable commitment to inclusive teaching and learning.	✓	
	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	✓	
	Commitment to continuing professional development, working towards standards and role expectations described in the New Teacher Standards.	✓	
	Knowledge of current educational issues.	✓	
	Commitment to the aims, vision and ethos of the school and the policies and practices which support this.	✓	



### Personal Statement Work Sample Questions - Class Teacher

Dear Applicant,

Thank you for taking the time to apply for the position of Class Teacher at Bourne Primary School. Our recruitment process begins with anonymously scoring applicants' answers to a range of 'work sample' scenarios/ questions. They are designed to allow you to demonstrate the skills you have that would ensure you succeed in the role. Each work sample is reflective of what the job would entail.

A.

Why do you want to teach at Bourne Primary and why now? What skills do you want to learn in this role?

B.

How will you embed a values-based culture of positive behaviour in your classroom?

C.

What strategies will you employ to ensure all children (including those with SEND) make at least expected progress?

D.

A parent has contacted you to say that their child is being bullied. This is the first time that this has been brought to your attention. The child has reported that it happens all the time but has not mentioned anything to you or any other adult. How will you resolve this situation?

E.

There will be a 'deep dive' of the subject that you lead. What will you do to prepare for this?

F.

We do not believe that intelligence is fixed. Therefore, we do not describe children as lower, middle or higher ability. What elements of your practice will you need to adapt to be in line with our ethos?