

## Burstow Primary School

### Class Teacher Job Description

Job Title: Class Teacher  
Reporting to: The Headteacher  
Grade: According to the Teachers' Pay and Conditions

#### General Duties and responsibilities

- ✓ To carry out the duties and responsibilities of a school teacher as set out in the 'School Teachers' Pay and Conditions' document.
- ✓ To meet the required standards for Qualified Teacher Status.
- ✓ To have regard for your own professional development and contribute to the school process of self-evaluation and development.
- ✓ To participate in meetings with colleagues and parents as required.
- ✓ To be committed to the life and spirit of the school and the wider community.

#### Knowledge and Understanding

- ✓ Have a knowledge and keep up to date with the requirements of the National Curriculum.
- ✓ Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.
- ✓ Be familiar with the school's current systems and structures as outlined in the policy documents.

#### Planning, Teaching and Class Management

- ✓ To be an excellent classroom practitioner through effective planning of a differentiated and appropriate curriculum, which places an emphasis on raising standards and excellence.
- ✓ To be able to adapt teaching styles to suit all learners.
- ✓ To provide a supportive learning environment where resources can be accessed appropriately by all pupils.
- ✓ To be able to work as part of a very strong and experienced team, to evaluate and develop children's learning needs.
- ✓ To support the school's behaviour policy through a demonstration of excellent classroom management.
- ✓ To encourage children's initiative, creativity, responsibilities and independence.
- ✓ To be familiar with the SEN Code of Practice and support and plan for pupils needs accordingly.
- ✓ To evaluate your own teaching critically to improve effectiveness.

#### Monitoring Pupil Progress

- ✓ To be committed to the school's system for setting targets and the monitoring of pupil progress.
- ✓ Assess and record each pupil's academic and social progress systematically and use the results to inform planning.
- ✓ Monitor class work and homework, providing constructive feedback and setting targets for future progress.
- ✓ Provide reports on individual progress to the Headteacher and parents as required.

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### Class Teacher Person Specification

Criteria	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>✓ Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>✓ Working in partnership with parents</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>✓ Sound understanding of the Primary Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>✓ An understanding of the pedagogy of reading and phonics</li> <li>✓ An understanding of the importance of inclusion and diversity</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>✓ Excellent behaviour management skills</li> <li>✓ Excellent inter-personal skills</li> <li>✓ Ability to work as part of a team</li> <li>✓ Excellent planning and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>✓ To have worked as part of a team</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>✓ Good oral and written communication skills</li> <li>✓ Ability to form effective relationships with parents</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>✓ To be committed in their teaching post</li> <li>✓ To be supportive of other staff members</li> <li>✓ To have good attendance and excellent punctuality</li> <li>✓ To have a good sense of humour</li> <li>✓ To be pro-active in the working environment</li> </ul>	
<b>Personal Values &amp; Principles</b>	<ul style="list-style-type: none"> <li>✓ Strong personal motivation to do your best.</li> <li>✓ Compassionate and kind.</li> <li>✓ Always look for positives and solutions.</li> </ul>	

	<ul style="list-style-type: none"><li>✓ Value building relationships with adults and children alike.</li><li>✓ Believe that teachers can radically improve the outcomes for all children with effective teaching and good relationships.</li><li>✓ Believe that all behaviour is a sign of communication and it's our job to work out how to use that to help.</li><li>✓ That we don't give up on any child.</li><li>✓ That teaching a child is the most important job in the world!</li></ul>	
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