




# Stag Lane Primary School & Nursery

Forever Learners: Achieving our dreams in an ever-changing world

Headteacher: Mrs. Nina Will

	<b>JOB DESCRIPTION</b>
	<b>CLASS TEACHER</b>
<b>Salary scale:</b> MS 1-6 /UPS	

<b>Job title</b>	Teacher
<b>Responsible to:</b>	Headteacher
<b>Line Managed by:</b>	Deputy Headteacher or Assistant Head Teacher or Year Group Leader

**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

**Purpose of the job**

- Be responsible for the learning and achievement of all pupils in the class/group ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in achievement, behaviour and safety
- Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils including wider cohesive community links
- Use Pupil voice to reflect on practice
- Be a reflective and honest practitioner
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school



## Duties and responsibilities

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Keep up to date with latest teaching methods and research
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- Establish a safe and exciting learning environment, rooted in mutual respect
- Have high expectations of behaviour, promoting self-control and independence of all learners and following the school's behaviour policies
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Have a clear understanding of the needs of all pupils, including those entitled to pupil premium; with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them, sometimes through adaptive teaching
- Adapt teaching resources to respond to the strengths and needs of pupils
- Set home learning and plan other out-of-class activities to consolidate and extend the knowledge, skills and understanding pupils have acquired as appropriate
- Have 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
- Manage parents, students, volunteers in the classroom as appropriate

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Lead and/or coordinate a subject together with a member of SLT (from third year of teaching)
- 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 all pupils
- Maintain good order and discipline among pupils, managing behaviour effectively in all areas of the school, to ensure a good and safe learning environment

### Professional development

- Take part in the school's performance management procedures
- Take part in further training and development in order to improve own teaching



# Stag Lane Primary School & Nursery

Forever Learners: Achieving our dreams in an ever-changing world

Headteacher: Mrs. Nina Will

## Communication

- Communicate and liaise effectively with pupils, parents and carers and governors, and actively promote their involvement in the life of the school
- Maintain positive communication channels with all stakeholders

## 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 and stakeholders

## Personal and professional conduct

- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Uphold public trust in the profession and maintain high standards of ethics and behavior, 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

## Management of staff and resources

- Direct and supervise assigned support staff and students
- Support and help the development of Early Career Teachers, where appropriate
- Contribute to professional development of other teachers and support staff through subject leadership in liaison with a member of SLT
- Maintain, produce, and develop appropriate resources within the classroom and/or across the year group as appropriate

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Complete all required safeguarding training as outlined by the DSL
- Use CPOMS to record safeguarding and behavior issues in line with policies



# Stag Lane Primary School & Nursery

Forever Learners: Achieving our dreams in an ever-changing world

Headteacher: Mrs. Nina Will

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.

## TEACHER PERSON SPECIFICATION ALL ELEMENTS ARE ESSENTIAL

QUALITIES	
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> </ul> <p>Communicate effectively (both orally and in writing) to a variety of audiences;</p>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate effective strategies and skills to deliver high quality teaching and learning</li> <li>• Good knowledge of the National Curriculum and a very good understanding of the relationship of teaching and learning to the curriculum as a whole, their contribution to pupils' spiritual, moral, social, cultural, mental and physical development, and to the development of skills in literacy, numeracy and ICT</li> <li>• A good understanding of how children learn and demonstrate an understanding of the SEN Code of Practice for Special Educational Needs for teaching and learning</li> <li>• Be able to plan effectively for the needs of all learners in the classroom, across the range of subjects</li> <li>• Develop good professional relationships within a team;</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</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>• the ability to manage and use resources imaginatively, effectively and efficiently</li> <li>• understanding of safeguarding and health and safety requirements for teaching and learning including child protection procedures</li> <li>• the ability to communicate effectively, orally and in writing with pupils and a wide range of adults in and beyond the school</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>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• A willingness to take responsibility for their own professional development</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• A great team player with all the relevant attributes</li> <li>• A good sense of humour</li> </ul>



# Stag Lane Primary School & Nursery

Forever Learners: Achieving our dreams in an ever-changing world

Headteacher: Mrs. Nina Will

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:**