

## Year 1 Class Teacher Job Description & Person Specification

**Job Title:** Class Teacher

**Scale:** MPS

**Responsible to:** The Headteacher and the Governing Body of the school

**Relationships:** Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

- Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Promote the school's mission statement 'Learning together, developing potential, touching hearts and engaging minds'
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

### As a Class Teacher:

The Class Teacher will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;

- Report to parents on the development, progress and attainment of pupils;
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

### Person Specification: Class Teacher

Selection Criteria	Method of Assessment	Essential
<b>At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.</b>		
<b>1 Experience</b>		
1.1 To be a qualified teacher	Application form / QTS Certificate	Y
1.2 To have had experience of teaching children in KS1 or EYFS	Application form/Interview	Y
<b>2 Abilities/Classroom Related</b>		
<b>The successful candidate will have:</b>		
2.1 The ability to create a purposeful, orderly, supportive and stimulating environment for pupils' learning	Application form/Interview	Y
2.2 The ability to match teaching to children's individual needs so that one's own pupils' time is used effectively	Application form/Interview	Y
2.3 The ability to use a variety of teaching styles including whole class, group and individual approaches in which clear targets are set for pupils' learning	Application form/Interview	Y
2.4 The ability to identify and provide for pupils with additional educational needs	Application form/Interview	Y
2.5 The ability to establish and maintain consistent high expectations of pupil behaviour through well focused and well-paced teaching	Application form/Interview	Y
2.6 The ability to establish effective working relationships with colleagues, involving support staff in the management of learning	Application form/Interview	Y
2.7 The ability to pro-actively communicate and work with parents and carers	Application form/Interview	Y

<b>3 Curriculum</b>		
<b>To be able to teach effectively and to ensure continuity through: -</b>		
3.1 Knowledge of current up to date approaches and curriculum specified for the relevant Key Stage	Application form/Interview	Y
3.2 Planning, delivering and assess learning activities to inform future planning	Application form/Interview	Y
3.3 The assessment, recording and reporting of pupils against both teacher and attainment targets	Application form/Interview	Y
<b>4 Personal Style &amp; Behaviour</b>		
<b>Selection Criteria</b>	<b>Method of Assessment</b>	<b>Essential</b>
<b>The successful candidate will have:</b>		
4.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	Interview	Y
4.2 Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Application form/Interview	Y
4.3 The flexibility to adapt to changing workloads, demands and new school challenges	Application form/Interview	Y
4.4 Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of pupils	Application form/Interview	Y
4.5 Personal commitment to continuous self-development	Application form/Interview	Y
4.6 Personal commitment to the school's professional standards.	Interview	Y
4.7 A commitment to safeguarding all children	Application form/Interview	Y
<b>5 Special Knowledge</b>		
5.1 Understanding of learning, social and pastoral needs of pupils	Application form/Interview	Y
5.2 Awareness and understanding of the range of cultures represented in our schools	Application form/Interview	Y
5.3 Awareness and understanding of the principles of equal opportunities	Application form/Interview	Y
<b>6 References</b>		
6.1 Positive recommendation(s) in 2 professional references	Requested prior to interview	Y
6.2 DBS clearance/no adverse outcomes from the DBS check	Self-declaration form to complete if shortlisted	Y