

JOB DESCRIPTION



Job title:	KS1 Classteacher
Contract:	Maternity cover (19th February 2023-19th July 2023)
Grade:	Main Payscale M1-M6
Responsible to:	Headteacher
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	Teaching Assistant
Important Functional Relationships:	Senior Leadership Team, Teachers, pupils, support staff, parents, and Governors.

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, build 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
- 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 (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities:

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

Teaching:

- Deliver the curriculum as relevant to the age and ability group that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils
- Be aware of pupils' capabilities and prior knowledge, plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, and their emerging needs and take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected from our pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration:

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments

- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Person Specification

Training & Qualifications		How *
Qualified Teacher status	Essential	A
Evidence of continuing and recent professional development	Essential	A, I
Completed NQT induction period	Desirable	A
Knowledge and Understanding		
Knowledge and understanding of current teaching practice to support learning.	Essential	A, T
Knowledge and understanding of effective safeguarding procedures.	Essential	A, I
Understanding of how to support the culture and ethos of a school.	Essential	A
Knowledge of the National Curriculum.	Essential	A, T
Knowledge of how to use good behaviour management strategies.	Essential	I, T
Understanding of how assessment informs teaching.	Essential	A, I
Experience working with KS2 and in particular Yr6.	Desirable	A, I
Experience		
Recent successful teaching experience on teaching placement or in post.	Essential	A
Implementing a creative and tailored curriculum.	Desirable	A, I, T
Experience of leading an after school club.	Desirable	I
Supporting children's social and emotional wellbeing.	Essential	A, I
Passionate about leading a healthy lifestyle, acting as a positive role model.	Essential	A, I
Skills		
Ability to promote the school's aims.	Essential	I, T
Ability to work and meet deadlines.	Essential	I, T
Ability to establish working relationships with the whole team.	Essential	I, T
Ability to establish relationships with parents, governors and the community.	Essential	A, I
Ability to create a happy, challenging and effective learning environment.	Essential	I, T

***How**

A - Application

I - Interview

T - Task