



JOB DESCRIPTION

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| Authority: West Berkshire Council | Location: Woolhampton Primary School |
| Job title: Class teacher | Grade/salary range: TPS |

The responsibilities of the post are to be performed in accordance with the provisions of the School Teachers' pay and Conditions document and within the range of teachers' duties set out in that document.

Woolhampton Primary School is committed to safeguarding and the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced disclosure from the DBS and Childcare Disqualification Requirements checks

Job Purpose

To carry out professional duties and to have responsibility for an assigned class.
To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
To promote the aims and objectives of the school and maintain its philosophy of education.

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare in order to deliver the National Curriculum, using the national frameworks for Literacy and Numeracy to teach basic skills, ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage appropriate groups ensuring differentiation of learning needs, reflecting all abilities in the group.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To foster spiritual awareness in children as part of their personal development.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To use classroom displays as a reflection of children's work in progress and an acknowledgement of achievement as well as for information.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To communicate and co-operate with other staff members.
- To participate in staff meetings in relation to matters of curriculum, administration and organisation

- To be responsible for the development and management of particular areas of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To submit weekly and termly planning schedules to the Headteacher, in line with whole school policy.
- To continue professional development, maintaining a portfolio of training undertaken.
- To attend weekly staff meetings.
- To attend fortnightly Team meetings.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To be involved in extra-curricular activities, contributing to the whole school community.
- To support the Headteacher in promoting the ethos of the school.
- SEND Co-ordinator

An annual review of this job description and allocation of particular responsibilities will take place as part of Performance Management.



PERSON SPECIFICATION

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| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|---|
| Qualifications And Training | Qualified teacher status Interest in SEND & PPG | A degree or equivalent qualification Evidence of in service professional development PPG Leader experience |
| Competence Summary (Knowledge, abilities, skills, experience) | The ability to organise and manage a class to promote effective learning. The ability to assess and evaluate pupil attainment and plan teaching and learning accordingly. Awareness and understanding of the implication of equal opportunities, multicultural education and inclusion. Knowledge of computer software relevant to the curriculum Understanding of the potential of computer technology to enhance the curriculum. Awareness and understanding of the role of parents in education. Knowledge of a specialist subject | Thorough knowledge and understanding of the National Curriculum, Foundation Stage and National Frameworks for Literacy and Numeracy |
| Work-related Personal Requirements | Self- confidence Resourcefulness Reliability, integrity and the need for confidentiality Commitment Self-motivation and initiative Flexibility Ability to manage time effectively and prioritise accordingly The ability to work as part of a team | |

