

Job details	
<b>Job title</b>	Class Teacher
<b>Working pattern</b>	2 days per week TBC
<b>Contract</b>	Fixed Term 12- or 9-months TBC
<b>Salary</b>	Main Scale
<b>Reporting to</b>	Headteacher / Deputy Headteacher
<b>Supervisory responsibilities</b>	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities.

## Job description

Main purpose
<ul style="list-style-type: none"> <li>• Be responsible for the learning and achievement of all pupils in the class/cohort ensuring equality of opportunity for all.</li> <li>• Be responsible and accountable for achieving the highest possible standards in work and conduct.</li> <li>• Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.</li> <li>• Work proactively and effectively in collaboration and partnership with parents/carers, governors, other staff, external agencies, and the Trust, in the best interests of pupils.</li> <li>• Liaise effectively with parents/carers to develop and maintain good relationships between home and school, in order to improve teaching, learning and behaviour.</li> <li>• Take responsibility for promoting and safeguarding the welfare of pupils within the school.</li> </ul>

Duties and responsibilities
<b>Teaching</b> <ul style="list-style-type: none"> <li>• Create and manage a caring, supportive, purposeful, and stimulating environment which is conducive to pupil's learning.</li> <li>• Promote a love of learning and pupil's intellectual curiosity.</li> <li>• Plan and prepare lessons and deliver the EYFS Curriculum/National Curriculum, ensuring breadth and balance in all subjects and as relevant to the age and ability group/subject that you teach.</li> <li>• Identify clear learning objectives and success criteria, with appropriate challenge and high expectations.</li> <li>• Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.</li> <li>• Be accountable for the attainment, progress, and outcomes of pupils' you teach.</li> <li>• Be aware of pupil's capabilities and their prior knowledge and use this to plan differentiated lessons appropriately, to build on these demonstrating knowledge and understanding of how pupils learn.</li> </ul>

- Have a clear understanding of the needs of all pupils, including those who are PPG, those with special educational needs and disabilities and EAL and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Use the schools agreed range of observation, assessment, monitoring and recording strategies and methods as a basis for setting challenging learning objectives for all pupils, and monitoring learners' progress and levels of attainment.
- Use relevant and accurate data to monitor and secure pupils' progress, set targets, and plan subsequent lessons.
- Give pupils regular and ongoing feedback, both orally and through accurate marking during and after the lesson, and encourage pupils to respond to the feedback, and take a responsible and conscientious attitude to their own work and learning.
- Share home learning ideas with pupils and parents/ carers, to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Plan opportunities to develop the social, emotional, and cultural aspects of pupils' learning.
- Participate in arrangements for assessments e.g., EYFS Assessment, Phonics Screening and KS1 SATs.

### **Behaviour and Safety**

- Establish a safe, purposeful, and stimulating environment for pupils, rooted in mutual respect.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Have high expectations of behaviour, promoting self-control and independence of all learners and in line with the school's behaviour policy and rewards/ sanctions procedures.
- Carry out playground and other duties as directed.
- Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Raise any concerns following school 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.
- Take part / lead as required in the review and development of activities relating to the curriculum.
- Work collaboratively with others, sharing effective practice with them, and contributing to the selection and professional development of other staff.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Be a committed member of the school team, playing a positive, active part in the life of the school community.

### **Administration**

- Register the attendance of and supervise learners, before and during school sessions as appropriate.
- Produce annual end of year reports for all pupils in your class.

- Meet with parents at formal parents' evenings and throughout the year, as necessary, to inform them of their child's progress and achievements.

### **Professional development**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Whole-school organisation, strategy, and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Lead a subject area.

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- First Aid and break time playground supervision

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, 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
- Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The Class Teacher will be required to safeguard and promote the welfare and wellbeing of children and follow school policies and the staff code of conduct.

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 teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the teacher or line manager.

## Person Specification

Specification	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher status	x	
<b>Experience</b>		
Experience of teaching in either EYFS, Key Stage 1 or Key Stage 2	x	
Experience of teaching across the Primary phase		x
<b>Knowledge and understanding</b>		
A clear understanding of the EYFS Curriculum and National Curriculum and its application.	x	
A knowledge of strategies that enable the teacher to teach mixed ability pupils within the same class and provide work which is differentiated to cater for the entire ability range.	x	
A clear understanding of a cross curricular approach.	x	
An understanding of how to motivate and inspire pupils.	x	
A good knowledge of strategies for positive behaviour management.	x	
A good knowledge of how to monitor, assess, record and report pupils' progress.	x	
Specialist knowledge of a National Curriculum subject.		x
Understanding of and commitment to the requirements of safeguarding children.	x	
Recent experience of participating in relevant CPD activities.	x	
<b>Skills and Qualities</b>		
Ability to work effectively in a team, developing good professional relationships and contributing positively to planning meetings and curriculum development.	x	
The ability to teach a wide range of subjects across the primary age range.	x	
The ability to use a variety of teaching and organisational styles and resources including IT.	x	

Specification	Essential	Desirable
The ability to deploy support staff effectively.	x	
The ability to establish and develop close relationships with parents, governors, the community, and the Trust.	x	
Excellent communication skills (both orally and in writing)	x	
The ability to establish good community links.		x
Be able to respond flexibly and adapt to changing circumstances.	x	
Ability to motivate, lead and inspire others.	x	
Be professional at all times.	x	
<b>Personal characteristics</b>		
A good sense of humour.	x	
An ability to disagree well.	x	
Enthusiastic and committed.	x	
Well organised.	x	
Resilient and reliable.	x	
Creative	x	
Reflective	x	