



Glebe Primary School

Job Description

Post Title: Class Teacher

Pay Scale: Main Pay Scale

Responsible to: Head Teacher and the Governing Body of the school

Purpose of Role

The post holder will be expected 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.

Hours of Work

Teachers should be in school at least 15 minutes before the school day starts and 15 minutes after it ends.

Main duties and responsibilities

Specific Responsibilities:

- Take responsibility for a class of children determined on an annual basis by the Head Teacher and in accordance with the duties listed below.
- Teach a class or groups 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.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Implement agreed school policies and guidelines.
- Support initiatives decided by the Head Teacher 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.
- The school welcomes teachers of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.
- All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.
- Teachers on the Upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards, in particular:
 - provide a role model for professional practice in the school
 - make a distinctive contribution compared with other teacher
 - contribute effectively to the wider team.
- All staff are expected to contribute to the safeguarding of all children in line with school policies and procedures.
- All staff are required to promote, monitor and maintain the health and safety and the security of children, colleagues as well as themselves and any visitors to the school.

Undertake any reasonable task that is commensurate with the grade of the role.

Name of Post Holder

Date

Signature of Post Holder

Signature of Head Teacher

Person Specification

Class Teacher

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Educated to degree level | ✓ | |
| Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS | ✓ | |
| Experience | | |
| Qualified Teacher Status | ✓ | |
| Previous experience of leading a curriculum area | ✓ | |
| Professional Knowledge and Understanding | | |
| Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages | ✓ | |
| A good knowledge and understanding of the Foundation Stage Curriculum | | ✓ |
| A good working knowledge of the assessment process in the foundation stage | | ✓ |
| An understanding of the National Literacy and Numeracy Strategies as well as the emerging new primary curriculum | ✓ | |
| An understanding of curriculum and pedagogical issues relating to learning and teaching particularly early child development | ✓ | |
| Familiarity with KS1 and/or KS2 SATs | ✓ | |
| A commitment to the implementation of school policies | ✓ | |
| Participation and implementation of the School Behaviour Policy | ✓ | |
| Awareness of Health and Safety implementation in the work place | ✓ | |
| Implementation of the school Equal Opportunities Policy | ✓ | |
| A commitment to the safeguarding of all pupils | ✓ | |
| Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN | ✓ | |
| Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN | ✓ | |
| Professional Skills and Abilities | | |
| A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching | ✓ | |
| Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks | ✓ | |
| Must be able to keep records of pupil progress in line with school policy | ✓ | |
| Must be able to use assessments of pupils learning to inform future planning | ✓ | |
| Ability to plan and work collaboratively with colleagues | ✓ | |
| A willingness to develop the necessary assessment skills needed in the early years | ✓ | |
| Personal Qualities | | |

| | | |
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| Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children | ✓ | |
| A teacher with a flexible approach to work who enjoys being a good team member | ✓ | |
| Must have good communication skills both orally and in writing | ✓ | |
| Must be able to manage own work load effectively | ✓ | |
| Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | ✓ | |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit | ✓ | |
| To practice equal opportunities in all aspects of the role and around the work place in line with policy | ✓ | |
| To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post | ✓ | |