

Knighthlow C of E Primary School

Job Description: Class Teacher



Main purpose of the job:

All teachers must carry out the duties outlined in the School Teachers' Pay and Conditions Document and adhere to the Teachers' Standards. Performance will be assessed against these standards during the appraisal process.

Duties and responsibilities

Teaching

- Deliver the curriculum relevant to the age and ability of pupils.
- Prepare and develop teaching materials, programmes and pastoral arrangements.
- Be accountable for the attainment and progress of pupils taught.
- Plan teaching based on pupils' capabilities and prior knowledge, demonstrating understanding of how they learn.
- Address the needs of all pupils, including but not limited to those with SEND, EAL, high prior attainment, or in receipt of the Pupil Premium, using effective teaching approaches.
- Promote high standards of communication in written and spoken English.
- Implement strategies for developing early reading skills, e.g., systematic synthetic phonics.
- Provide challenging learning experiences for all pupils, monitoring progress and attainment.
- Use assessment to secure pupils' progress and provide regular feedback to encourage reflection on and responsibility for their work.
- Use data to monitor progress, set targets, and plan lessons.
- Set home-learning tasks to extend pupils' knowledge.
- Participate in assessment arrangements per the School Teachers' Pay and Conditions Document.

Subject Leadership

- Create a relevant annual action plan relevant to a given subject area(s).
- Ensure curriculum intent, implementation, and impact align with school expectations.
- Collate and consider pupil and staff voice in relation to a given subject area(s).
- Monitor standards in the subject area(s).

Behaviour and Safety

- Establish a safe and stimulating environment, rooted in mutual respect and within a framework of restorative practice, using consistent strategies.
- Manage classes effectively, inspiring and motivating pupils.
- Maintain good relationships with pupils, exercising authority appropriately.
- Be a positive role model, demonstrating expected attitudes and behaviour.
- Carry out duties as directed within the School Teachers' Pay and Conditions Document.
- Safeguard the welfare of children, raising concerns as per school policy.

Support for Pupils

- Support pupils' learning in accordance with school policies.
- Work as part of a team to evaluate and develop pupils' learning needs.
- Uphold the school's Positive Relationships and Behaviour Policy through effective classroom management.
- Encourage creativity, initiative, and responsibility among pupils.
- Be familiar with the SEND Code of Practice and support pupils with SEND appropriately.
- Promote pupils' wellbeing and safety in line with safeguarding procedures.

Monitoring and Reporting

- Assess and record pupils' academic progress, using results to inform planning.
- Monitor classwork and home-learning, providing meaningful feedback.
- Deliver national assessments in line with relevant frameworks.
- Report on individual pupils' progress to the leadership team and parents as required.

Team Working and Collaboration

- Participate in relevant meetings and professional development opportunities.
- Collaborate with colleagues, sharing effective practice.
- Contribute to the professional development of other teachers and support staff.
- Ensure colleagues are involved in supporting learning and understand their roles.
- Engage in the review and management of curriculum and pastoral functions.

Fulfil Wider Professional Responsibilities

- Develop effective professional relationships through collaboration.
- Deploy support staff effectively.
- Communicate with parents/carers regarding pupils' achievements and well-being.
- Cooperate with relevant external bodies.
- Contribute to the school's ethos by supporting events and extra-curricular activities.
- Promote the school's values through active participation in school life.

Administration

- Register attendance and supervise learners during the school day.
- Carry out administrative tasks as per the School Teachers' Pay and Conditions Document.

Professional Development

- Review the effectiveness of teaching and assessment procedures, refining approaches based on feedback.
- Improve teaching through participation in training and development opportunities.
- Engage with arrangements made in accordance with the performance management policy.

Other

- Maintain professional regard for the school's ethos, policies, and practises, ensuring high attendance and punctuality.
- Perform reasonable duties as requested by the headteacher.

"This school is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expect all staff and volunteers to share this commitment"

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

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Person Specification: Class Teacher



	Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Qualified Teacher Status • An enhanced DBS disclosure • Development and commitment to further professional development 	* * *	
Safeguarding <ul style="list-style-type: none"> • An enhanced DBS check is required in this role • An awareness and understanding of the critical importance of safeguarding children • A commitment to upholding the school's Safeguarding Policy and Practice and complying with the Staff Code of Conduct 	* * *	
Experience <ul style="list-style-type: none"> • Experience of successful teaching • Proven ability to demonstrate outstanding teaching which enables children to make accelerated progress • Experience in leading a curriculum area including identifying needs, planning, monitoring and evaluation of standards • Experience in data analysis and target setting • Working in partnership with parents 	* *	* * *
Knowledge and Understanding <ul style="list-style-type: none"> • Effective teaching and learning styles • Secure understand of the primary curriculum • Understanding of strategies to raise standards and achievement • The monitoring, assessment, recording and reporting of pupils' progress • Awareness of equality issues/inclusion and a commitment to their implementation • Knowledge and understanding of working within school policies and procedures 	* * * * * *	

<p>Skills</p> <ul style="list-style-type: none"> • Promote the school’s Christian vision positively and use effective strategies to monitor motivation and morale • Develop good personal relationships within a team • Communicate effectively (both orally and in writing) to a range of audiences • Establish and develop effective partnerships with children, staff, parents, governors and the community • Use ICT to enhance children’s learning • Consistently teach lessons that are at least good or outstanding • Work co-operatively as a leader and member of a team • Demonstrate excellent people skills – motivating, nurturing and challenging pupils and adults to achieve their best • Commit to taking an active part in school life including out of school activities 	<p>* * * * * * *</p>	<p>* *</p>
<p>Professional Ethos and Commitment</p> <ul style="list-style-type: none"> • High expectations for self and others • Commitment to promote home school partnerships • High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child • Willingness to be involved in extra curricular activities • Experience of innovation and creativity in the curriculum 	<p>* * * * *</p>	<p>*</p>
<p>Attributes</p> <ul style="list-style-type: none"> • Approachable with excellent interpersonal skills • Enthusiastic • Committed • Innovative • Flexible • Creative • Forward thinking • Well-organised • Sense of humour 	<p>* * * * * * * * *</p>	