

# St Alban's CE Primary School



## Class Teacher Job description

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### Duties and responsibilities

#### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests (where applicable)

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

- Contribute to the development, implementation and evaluation of the school's development plan, policies, practices and procedures, so as to adhere to and "live out" the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with colleagues and other professionals on curriculum and pupil development to secure co-ordinated outcomes
- Communicate with Governors about standards and progression

#### Health, safety and discipline

- Promote the safety and wellbeing of all pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Adhere to all school health and safety policies, practice and guidance

#### Professional development

- Be an active participant in the school's appraisal procedures
- Be an active participant in further training and development in order to improve own teaching
- Be an active participant in the appraisal and professional development of others, where appropriate

- Be an active participant in mentoring and coaching, where appropriate

## **Communication**

- Communicate effectively with pupils, colleagues, parents and carers
- Maintain all school systems so that information is up to date and all stakeholders are clearly informed

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

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Be an active participant in mentoring and coaching, where appropriate

## **Personal and professional conduct**

- Uphold public trust in the 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
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Be highly organized in order to meet all deadlines

**If the postholder has any additional responsibilities:**

## **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them
- Manage and monitor a budget in partnership with the School Business Manager

## **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

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

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### Person Specification

CRITERIA	QUALITIES	ESSENTIAL/DESIRABLE
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience (at least 2 years)</li> <li>• Experience of working with pupils with SEMH and/or SEND</li> </ul>	E E E D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and ability to deliver the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils, parents and wider school community</li> <li>• Up to date knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good IT skills, particularly using IT to support learning</li> <li>• Highly organized in all aspects of the job</li> <li>• Experience of leading a subject across the school (including leading events for the whole school community)</li> <li>• Ability to work closely with other professionals and colleagues eg: SENDco, in order to ensure the best possible learning for all pupils</li> </ul>	E E E E E E E E E D E
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and being an effective role model of the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Lead by example</li> <li>• Able to evaluate own performance and is committed to improving practice through appropriate professional development</li> <li>• Acts upon advice and feedback, and is open to coaching and mentoring</li> </ul>	E E E E E E E E

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 17.04.23

**Next review date:** 17.04.24