Class Teacher Job Description

Job title:	Class Teacher
Level/salary band:	MPS
Accountable to:	Headteacher, Evendons Primary School

Job Summary

The core purpose of this role is to:

- Provide high quality teaching and learning that meets the needs of the pupils and that will enable the school to achieve its founding vision
- Meet Teachers' Standards (DfE September 2012) to a level consistent with what should reasonably be expected of a teacher in the relevant role and at the relevant stage of their career

To achieve success, the teachers will:

- Plan and deliver high quality teaching and learning to secure the highest possible levels of attainment and progress for all pupils;
- Set high expectations for all pupils at the school;
- Evaluate pupil performance and identify priorities for continuous improvement;
- Encourage the involvement of parents and carers;
- Create a learning environment that is engaging, happy and fulfilling for all pupils;
- Demonstrate a commitment to your own Continuing Professional Development (CPD) and supporting the development of others.

Main duties and responsibilities Assist in managing pupils' transition into the school or from Foundation Stage to Year One or from Year Two to Year Three or from Year Six to KS3;

- Contributing to the review and selection of appropriate teaching resources;
- Contribute to the creation of a positive and stimulating learning environment;
- Contribute to making Evendons Primary School a school of choice within the local/wider community;
- Contribute to the process of ensuring the school is ready for Ofsted.

Curriculum

Develop the relevant curriculum area to meet the needs of all pupils, including their moral, spiritual, cultural, social, intellectual and physical development and promote and uphold equal opportunities for all children.

Specifically:

- Ensure the curriculum is driven by creative and innovative approaches so that it is judged as outstanding by Ofsted at the school's first inspection;
- Develop the curriculum area in accordance with pupils' needs and the statutory requirements
- Identify and produce action plans to tackle areas of underachievement by pupils;
- Be aware of the latest curriculum developments and research on learning in the curriculum area;
- Ensure a close match between the curriculum, the educational direction of the school and the continuing raising of standards;
- Ensure that the needs of pupils of all abilities are effectively met in all curriculum areas;
- Be responsible for the development and review of detailed schemes of work consistent with Evendons Primary School's values and general aims and objectives and with the requirements of the curriculum
- Have a good working knowledge of appropriate Key Stage requirements

Teaching and learning

Manage pupils' learning through delivering a curriculum based on the school's vision; in particular:

- Maximise the use of the outdoor learning environment in the planning and delivery of teaching and learning;
- Ensure pupils have frequent opportunities to engage in experiential and investigative learning activities:
- Ensure that learning excellence is at the heart of planning and delivery in the classroom;
- Ensure pupils feel happy, safe, and supported in the classroom and that any barriers to their learning and progress are addressed or removed;
- Get to know every child as an individual and their families so you can effectively nurture him or her whilst in your class;
- Plan and resource differentiated tasks, appropriately grouping pupils, and balancing their time so all groups receive teacher support;
- Look for ways to engage pupils (especially the most able) in independent learning;
- Work with SEN staff and support staff in order to benefit from their specialist knowledge, and to maximise their effectiveness within lessons;

- Implement school policies designed to secure high standards of behaviour and attendance. Promote and reward positive behaviour;
- Advise and co-operate with the Headteacher and other teachers on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
- Be involved in extracurricular activities by, for example, contributing to out of school visits or school clubs;
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich pupils' learning and contribute to the wider community;
- Be prepared to take responsibility for other school subjects as directed by the Headteacher i.e. sport, science, arts co-ordinator.

Monitoring, Assessment, Recording, Reporting and Accountability

- To be familiar with and participate fully in statutory assessment and reporting procedures;
- To set individual targets for achievement and to participate fully in analysing the outcomes in order to identify further ways to improve performance and achieve expectations;
- To assess and mark pupils' work systematically and constructively and to use the results to inform future planning, teaching and curricular development;
- Run assessment for learning in the classrooms and establish the next steps in teaching to engage pupils in a dialogue about their progress;
- Participate in termly academic review meetings to share pupil performance information with parents;
- Keep an accurate register of children and ensure unexplained absences or patterns of absence are reported immediately in accordance with school policy.
- To record pupil stages of development regularly and systematically in the school's tracking system and to participate fully in the processes of monitoring pupil progress, identifying underachievement and implementing strategies to improve progress;
- To support and guide pupils in helping them to understand clearly how well they are doing, what the next steps are in their learning and how to set their next learning targets;
- To prepare and present informative, helpful and accurate reports to parents.

Professional Standards and Development

- Be a role model to pupils through personal presentation and professional conduct;
- Be familiar with the School Handbook and support all the School's policies, e.g. those on Health and Safety, Child Protection, Teaching and Learning, Assessment and Reporting;
- Establish effective working relationships with professional colleagues and associate staff, and contribute to effective team working;

- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal responsibilities and responsibilities relating to all current legislation, including the role of the education service in protecting children;
- Liaise effectively with parents and with other agencies with responsibility for pupils' education and welfare;
- Participate in meetings at the school that relate to the school curriculum, assessment procedures, staff training, or the administration or organisation of the school;
- Be involved in extracurricular activities by, for example, Booster classes, contributing to out of school visits or school clubs;
- Undertake any reasonable task as directed by the Headteacher;
- Consider the needs of all pupils within lessons (and to implement specialist advice) especially those who have a learning difficulty or SEN or are gifted and talented;
- Participate in administrative and organisational tasks related to such duties as are described within this Job Description, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials;
- Work such hours as may reasonably be needed to enable you to discharge your professional duties effectively.
- Any other duties commensurate with the role as agreed with the line manager

Evendons Teacher: Person specification

Qualifications

- Degree or equivalent
- Teaching qualification/QTS
- Recent and relevant professional development / training
- Recent experience of teaching EYFS, Key Stage 1 and/or 2 children in a primary school
- Outstanding practitioner
- Track record of, and genuine belief in, the importance of the parent/ carer and community in children's education
- Experience of developing community and pupil involvement in schools

Knowledge

- Knowledge of Key Stage 1 and/or Key Stage 2 curriculum, frameworks and other basic learning programmes/ strategies.
- Awareness of current curriculum issues and education developments
- Relevant legislation and guidance in relation to working with, and the protection of, children and young carers
- Understanding of school and education policies and codes of practice
- Understanding of child development and learning.

Abilities and Skills

- Ability to develop creative and innovate strategies for performance improvement.
- Robust planning and delivery of relevant schemes of work to show what engage children .and enable them to make excellent progress.
- Ability to communicate and deal sensitively with people and children.
- Genuine understanding of children and commitment to develop each as an individual.
- The confidence to build a creative learning culture and to try new things.
- Value diversity and the unique contribution that every individual can make to learning.
- Able to prioritise and delegate, and implement tasks sensitively and flexibly.
- Ability to relate well to and communicate well with children and adults.
- Appropriate knowledge of first aid.
- Effective use of ICT to support learning.
- Work constructively as part of a team.
- Good spoken English.

Personal Qualities

- Committed to continuous learning for the entire school community
- Keen to develop and maintain good and open relationships with pupils,staff, parents, governors and the community.
- Positive, optimistic attitude.
- Open-minded; willingness to consider new ideas and learn.
- Commitment to the School's Equal Opportunities Policy.
- Assurance of total confidentiality and discretion.

The job description is not exhaustive and it is expected that the role holder will work closely with the Headteacher to develop it to ensure it reflects the needs and demands of the post.

Evendons Primary School is committed to safeguarding and promoting the welfare of children and young people and teachers must ensure that the highest priority is given to this. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).