



Huish Academy Trust

Class Teacher Job Description

Relationships:

The Postholder:

- Is responsible to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks and, if relevant, responsible for the supervision of the work of a teaching assistant.
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.
- Will lead, develop and enhance the teaching practice of staff including School Direct teachers in key curriculum areas

Purpose of the Job:

- The primary responsibility will be as a class teacher, having concern and commitment towards running a caring, efficient and stimulating class, and to promote the aims and curriculum delivery model outlined in the school curriculum framework.
- To undertake the teaching of general subjects to his/her class and pastoral and administrative duties in respect of pupils in this class as well as the responsibilities in the school as agreed with the Headteacher.
- To support the development and co-ordination of a specific curriculum area, with a key focus on excellence and enjoyment.
- To impact on the educational progress of pupils other than the teacher's assigned class.

Key Tasks:

- To teach a Primary Curriculum, as agreed with the Head of School and in accordance with the National Curriculum and the school curriculum framework, to an a KS1/KS2 class and participate in the development of policies, schemes of work, materials and plans for such a curriculum, attending meetings on such matters as necessary.
- To maintain a stimulating learning environment in the classroom through the display of children's work and support material, and to take an equitable responsibility for the display and learning areas around the school.
- To control and oversee the use and storage of books, stationery and other teaching materials related to his/her teaching, ensuring that any Health and Safety Regulations are observed.
- To carry out the duties of a class teacher in respect of pupils, to include:
- the maintenance of good order and discipline and acceptable standards of conduct and appearance of pupils;
- safeguarding their health and safety both on school premises and when engaged in school activities elsewhere;
- the establishment of good relationships with pupils to develop their social and academic potential and to be a main source of reference for their problems;

- the marking of registers, ensuring absences and lateness are accounted for, taking appropriate action where they are not;
- the assessing (oral or written), recording and reporting on the development, progress and attainment of pupils as required;
- the undertaking of any other administrative duties in respect of his/her class as required by the Head of School.
- the teaching, according to their educational needs, of pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere, eg homework;
- playing a part in assemblies as required and escorting the class to and from assemblies.
- To supervise the work of the teaching assistant appropriate to his/her class.
- To carry out supervision of pupils as detailed by the Headteacher.
- To participate in meetings with parents and colleagues at school which relate to the administration, organisation and curriculum of the school.
- To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post, reviewing from time to time his/her methods of teaching and programmes of work arrangements for in-service training and professional development including Performance Management.
- Elements of this job description may be re-negotiated at the request of either party and with the agreement of both.
- To complement this job description, the postholder will be required to carry out such duties as set out in the relevant paragraphs of the current School Teacher's Pay and Conditions Document.
- This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.



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Primrose Lane Primary School Personal Specification Class Teacher



	Essential We are looking for someone who has:	Desirable It would be great if you also have:
Professional qualifications	<ul style="list-style-type: none"> recognised Qualified Teacher Status 	<ul style="list-style-type: none"> relevant CPD profile (A portfolio of examples of work/photos)
Professional experience	<ul style="list-style-type: none"> a knowledge of current practice and improvement experience of working in Key Stage 2 	<ul style="list-style-type: none"> experience of liaising with secondary schools.
Professional knowledge and expertise	<ul style="list-style-type: none"> a commitment to developing the whole school ethos positive behaviour management consistent high standards and expectations a sound understanding of the use of assessment to inform learning the ability to use data to monitor performance and set targets 	<ul style="list-style-type: none"> experience of development and delivering a creative curriculum understanding of the moral and spiritual needs of the whole school
Leadership and management	<ul style="list-style-type: none"> excellent interpersonal and intrapersonal skills effective organisational skills good time management the ability to articulate and share a vision of primary education with the context of the mission statement of our school the ability to inspire and motivate staff, pupils, parents and trustees to achieve the aims of our school the ability to analyse data, set targets and monitor/evaluate progress towards these knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils 	<ul style="list-style-type: none"> written policies/schemes of work in consultation with colleagues. Experience of leading a subject area across the primary age range.
Teaching and Learning	<ul style="list-style-type: none"> knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all individuals secure understanding of assessment strategies and the use of assessment to inform the next stages of learning experience of effective monitoring and evaluation of teaching and learning for all pupils secure knowledge of statutory requirements relating to the curriculum and assessment an understanding of the characteristics of an effective learning environment and the key elements of successful behaviour 	<ul style="list-style-type: none"> experience of planning and maintaining interventions for children who are working towards national expectations.

Wider community involvement	<ul style="list-style-type: none"> • worked effectively with all staff • involved parents actively • been involved in all aspects of school life • communicated effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, trustees. • experience of whole school self-evaluation and improvement strategies • the ability to provide clear information and advice to staff and trustees 	
Skills, Qualities & Abilities	<ul style="list-style-type: none"> • high quality teaching skills • high expectations of pupils' learning and attainment • strong commitment to school improvement and raising achievement for all • the ability to build and maintain good relationships • the ability to remain positive and enthusiastic when working under pressure • the ability to organise work, prioritise tasks, make decisions and manage time effectively • shown a commitment to extra-curricular activities • empathy with children • good communication skills • good interpersonal skills • stamina and resilience • confidence • flexibility • openness and integrity 	
References	<ul style="list-style-type: none"> • positive recommendation in professional references • satisfactory health and attendance record 	<ul style="list-style-type: none"> • professional reference without reservation