



## Watlinton Community Primary School

### Job Description and Person Specification

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| Name            |  |
| Job Title       | Class Teacher                              |
| School          | Watlinton CP School                        |
| Pay Scale       | MPS  |
| Responsible to  | The Headteacher and Senior Leadership Team |
| Responsible for | Class                                      |

#### **GENERAL REQUIREMENTS AND FUNCTIONS**

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils and undertake any professional duties as reasonably delegated by the headteacher.

#### **JOB PURPOSE**

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

#### **MAIN PROFESSIONAL DUTIES AND RESPONSIBILITIES**

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). All class teachers must demonstrate the standard of knowledge, understanding and skills set out in the QTS and Core Standards for teachers and standards for Post Threshold teachers, where applicable, on a consistent basis and in line with the policies and procedures of the school.

#### **Knowledge and Understanding**

Teachers must have:

- A detailed knowledge of the relevant aspects of the pupils' National Curriculum and other statutory requirements
- A secure knowledge and understanding of their subject(s)

- Understand progression of their subject across all relevant phases
- Cope securely with subject-related questions which pupils raise and know about pupils' common misconceptions and mistakes

### **Accountability**

Class teachers are accountable to the Headteacher and appropriate subject leader for maintaining and developing their subject knowledge

### **Planning and Setting Expectations**

Class teachers are responsible for:

- Identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught
- Planning effectively to ensure that pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are underachieving, or not yet fluent in English, making use of relevant information and specialist help where available
- Setting appropriate and demanding expectations for individual pupils' learning and motivation
- Setting clear targets for pupils' learning, building on prior attainment
- Identifying pupils who have Special Educational Needs and liaising with the SENCO in order to give positive and targeted support. Plan effectively where applicable to meet the needs of pupils with SEN, make appropriate contribution to the preparation, implementation, monitoring and review of IEPs. Implement and keep records on IEPs
- Taking account of ethnic and cultural diversity to enrich the curriculum and raise achievement.

### **Accountability**

Class teachers are accountable to the Headteacher and appropriate subject leader for curriculum planning.

### **Teaching and Managing Pupil Learning**

Class teachers are responsible for:

- Ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained and best use made of teaching time
- Using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Securing a good standard of pupil behaviour in the classroom by establishing appropriate rules and setting high expectations of discipline which pupils respect; act to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school. Through well-focused teaching establish positive and productive relationships with pupils.

### **Accountability**

Class teachers are accountable to the Headteacher and appropriate subject leader for the standard of teaching and learning in their class.

### **Assessment and Evaluation**

Class teachers are responsible for:

- Assessing how well learning objectives have been achieved and use this assessment for future teaching
- Recognising the level that a pupil is achieving and making accurate assessments, independently, against attainment targets, and performance levels associated with other tests relevant to the subject or phase taught
- Marking and monitoring pupils' class work, providing constructive oral and written feedback, setting targets for pupils' progress
- When applicable, understanding the demands expected of pupils in relation to the National Curriculum
- To use the school's assessment tracker system to inform planning and teaching which accurately meets the learning needs of all pupils.

### **Accountability**

Class teachers are accountable to the SLT for providing agreed information and data.

## **Pupil Achievement and Personal Development and Attitudes to Learning**

Class teachers are responsible for:

- Securing progress towards pupil targets
- Setting clear targets for improvement of pupils' achievement, monitoring pupils' progress towards those targets and using appropriate teaching strategies in the light of this
- Ensuring a positive learning environment, through motivation and the implementation of the school's behaviour policy.

### **Accountability**

Class teachers are accountable to the Headteacher for the achievement, personal development and attitudes to learning for the pupils in their class.

## **Relation with Parents and the Wider Community**

Class teachers are responsible for:

- Liaising effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievement, discussing appropriate targets and encouraging them to support their children's learning, attendance, behaviour and progress
- Liaising effectively with parents through email or home-school communication methods
- Preparing and presenting informative class newsletters /class stories each week
- Contributing to the termly village newsletters as required by the Headteacher
- Attending selected PTA events
- Understanding the need to liaise with agencies responsible for pupils' welfare

### **Accountability**

Class teachers are accountable to the Headteacher for providing agreed information to parents/carers and other agencies and to fostering good relationships.

## **Managing Own Performance and Development**

Class teachers are responsible for:

- Understanding and taking responsibility for their own professional development, setting objectives for improvements and taking action to keep up to date with research and developments in pedagogy and in the subjects they teach
- Understanding the professional responsibilities in relation to and for implementing school policies and practices, including those dealing with bullying and racial harassment
- Setting a good example to the pupils they teach in their presentation and personal conduct
- Evaluating their own teaching critically and using this to improve their effectiveness
- Engaging with and supporting colleagues in the monitoring and evaluation of the curriculum across the school.

### **Accountability**

Class teachers are accountable to the Headteacher/SLT member for achieving their performance targets.

## **Managing and Developing Staff and Other Adults**

Class teachers must:

- Establish effective working relationships with all colleagues throughout the school
- Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning
- Take ownership of a curriculum area where appropriate

## **Managing Resources**

Class teachers are responsible for:

- Selecting and making good resources, including textbooks, ICT and other learning resources which enable teaching objectives to be met, within budget restrictions.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### PERSON SPECIFICATION – TEACHER

|                              | Essential   | Desirable  |
|------------------------------|---|--|
| <b>Qualifications</b>        | <ul style="list-style-type: none"> <li>• QTS</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of teaching in more than one Key Stage</li> <li>• Evidence of professional development</li> </ul>  |
| <b>Experience</b>            | <ul style="list-style-type: none"> <li>• Evidence of leading by example in order to promote the school's vision and values for the pupils, staff, governors and parents of the school</li> <li>• Experience of managing additional adults within the classroom</li> <li>• Experience of developing relationships with parents, carers and the wider community.</li> </ul>   | <ul style="list-style-type: none"> <li>• Willingness to teach across all age groups</li> </ul>   |
| <b>Teaching and Learning</b> | <ul style="list-style-type: none"> <li>• Can demonstrate exemplary teaching and impact upon the outcomes of all groups of learners</li> <li>• Can demonstrate experience of creating powerful learning environments which meet the developmental needs of the pupil and promotes high standards in a stimulating and exciting way</li> <li>• Up to date knowledge of the National Curriculum and/or EYFS Framework including recent changes, assessment and how children learn</li> <li>• Secure knowledge of assessment for learning to inform future planning and impact learning</li> <li>• Evidence of having excellent behaviour management skills and an ability to form warm and positive relationships with children</li> <li>• Ability to develop and nurture the whole child enabling them to fulfil their potential</li> <li>• Sound skills in ICT.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of curriculum innovation</li> <li>• Experience of co-ordinating or leading a subject area which has raised standards for all pupils</li> <li>• Experience of working with other schools/organisations to improve own practice and that of others</li> <li>• Experience of creating high quality learning environments in which pupils become effective learners in both own and others' classrooms.</li> <li>• Evidence of subject leadership</li> </ul> |
| <b>Personal attributes</b>   | <ul style="list-style-type: none"> <li>• Fully committed to the ethos, aims and vision of the school</li> <li>• A willingness to learn and grow as a teacher</li> <li>• Excellent written, verbal and interpersonal</li> </ul>  | <ul style="list-style-type: none"> <li>• A range of personal interests that could translate to extra-curricular variety</li> <li>• Experience of supporting families and a range of external agencies.</li> </ul>  |

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|  | <p>communication skills</p> <ul style="list-style-type: none"><li>• Ability to adapt and embrace change, holding strong values at the heart of practice</li><li>• Excellent interpersonal skills with parents and families with the ability to work successfully with others to achieve school aims</li><li>• Emotionally literate with a growth mind-set and the ability to self-motivate</li><li>• Able to show highly developed organisational and management skills</li><li>• Passionate about the experiences we offer all children, and determined to provide absolutely the best at all times</li><li>• Demonstrates a commitment to equal opportunities</li><li>• Ability to manage difficult conversations with children, parents and staff</li><li>• Willingness to participate in extra-curricular activities and parent/teacher association events.</li></ul> |  |
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