

## Job Description: Class Teacher

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### *Job Details*

**Salary:** Classroom Teachers' Pay Scale England (Excluding London and the Fringe)

**Contract Type:** Full Time – Maternity Cover

**Reporting To:** Kathryn Day – Headteacher

### *Main Purpose*

The Class 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.

#### *Whole-School Organisation, Strategy and Development*

- Lead on an area of the curriculum.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure coordinated outcomes.

#### *Health, Safety and Discipline*

- Promote the safety and wellbeing of children.
- Maintain good order and discipline among children, managing behaviour effectively in line with the school's Behaviour for Learning Policy to ensure a good and safe learning environment.

#### *Professional Development*

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own practice.

#### *Communication*

- Communicate effectively with children, families and staff.

### *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.

### *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 professional duties and 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.

### *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 children, including sharing concerns where necessary.
- Promote the safeguarding of all children in the school.

### Person Specification

Criteria	Qualities
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of the National Curriculum.</li> <li>• Working knowledge of effective teaching and learning strategies.</li> <li>• A good understanding of how children learn.</li> <li>• Ability to adapt teaching to meet children's' needs.</li> <li>• Ability to build effective working relationships with children.</li> <li>• Working knowledge of guidance and requirements around safeguarding children.</li> <li>• Working knowledge of effective behaviour management strategies.</li> <li>• Good ICT skills, particularly using ICT to support learning.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all children's and promoting 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> </ul>

Notes	
This job description may be amended at any time in consultation with the postholder.	
Last review date:	3 <sup>rd</sup> September 2024
Headteacher's signature:	
Date:	
Postholder's signature:	
Date:	