

JOB DESCRIPTION

Job Title	Class Teacher
Grade/Point	Main Scale
Directly Responsible to	The Headteacher
Accountable to	Governing Board



JOB PURPOSE

The post holder is required to carry out, under the reasonable direction of the Headteacher, the appropriate duties of a teacher which are set out in the current School Teacher's Pay and Conditions document. The post holder is expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum, with the aim of improving teaching and learning across the school.

KEY RESPONSIBILITIES

Role Accountability	End result
Learning and Teaching	<ul style="list-style-type: none"> • Set high expectations which inspire, motivate and challenge pupils. • Promote good progress and outcomes for all pupils. • Plan and teach well-structured lessons, (good quality teaching is expected), following the schools teaching and learning policy. • Be able to promote a love of teaching and learning. • Have an understanding of all knowledge, concepts and skills required to teach the curriculum in the Foundation Stage, KS1 and KS2. • Know and understand the National Curriculum Attainment targets. • Keep abreast and informed of current developments within the curriculum and assessment. • All lessons should follow a clear structure. • Prepare themselves adequately to teach within their year group. • Follow the schools long term planning in the preparation of medium and short term planning. • Show continuity and progression in planning and set appropriately demanding expectations of each pupil, including pupils IEP's. • Use appropriate resources, including ICT. • Create an attractive, stimulating and safe learning environment
Curriculum & Subject Knowledge	<ul style="list-style-type: none"> • Demonstrate good subject knowledge. • Have secure knowledge of the relevant subject (s) and curriculum areas. • Support the development of policy documentation with colleagues. • Support the development of curriculum documentation with colleagues. • Advise the Headteacher on appropriate resources. • Manage a limited budget for their curriculum area and prioritise resources required. • Identify with staff, overall aims and objectives for their subject area. • Take responsibility for promoting high standards in literacy and numeracy. • Demonstrate a clear understanding of synthetic phonics. • Demonstrate the ability to use wide range of teaching strategies. • Provide homework and out of class activities.
Behaviour & Safety	<ul style="list-style-type: none"> • Implement School Rights Respecting Behaviour Policy • Deliver the school's PDR programme. • Maintain positive behaviour and attitude in the classroom. • Have high expectations of pupil behaviour. • Manage the class effectively and maintain positive relationships with parents, pupils and colleagues.
Assessment & Recording	<ul style="list-style-type: none"> • Make accurate and productive use of assessment. • Have an up-to-date knowledge and understanding of how to access curriculum areas, and make, statutory assessments. • Use Assessments for Learning, • Monitor progress and set targets and attend termly progress meetings. • Provide regular and accurate feedback to pupils.

	<ul style="list-style-type: none"> • Assist in the development and maintenance of school portfolios to assist in the moderation and raising of standards. • Review pupil learning profiles. • Differentiate activities to meet the needs of pupils so that pupils make at least expected progress. • Liaise with other staff and agencies to ensure that assessments are kept up-to-date.
Monitoring Standards	<ul style="list-style-type: none"> • Review targets in the SIP, which relate to their curriculum area in partnership with the SLT. • Take a full and active part in the monitoring process. • Be able to reflect on the effectiveness of their lessons. • Monitor learning and teaching in partnership with the Headteacher, through moderation exercises and classroom observations and other methods e.g. book trawls • Monitor the standards of pupils within their own class.
Professional Development	<ul style="list-style-type: none"> • Provide advice and guidance on learning and teaching to secure improvement following attendance at relevant INSET. • Support and co-ordinate the work of other staff. • Participate in meetings at the school. • Take part and input in professional development. • Take an active part in the school's appraisal system. • Be responsible for up -dating their own professional knowledge
Standards and Quality Assurance	<ul style="list-style-type: none"> • Contribute to the overall ethos/work/aims of the school and children's centre and take pride in the site • Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard assets, financial probity and the reputation of Bantock Primary. • Comply with and assist in the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality, equal opportunity and data protection, reporting all concerns to an appropriate person. • Have a working knowledge of relevant policies, procedures, codes of practice and legislation. • Ensure that they keep informed of developments in school by reading the newsletter, the noticeboard, staff handbook, policies and curriculum documentation. • Develop constructive relationships and communicate with other agencies/professionals. • Undertake a systematic review of their own practice, in relation to performance management and professional development, to ensure that the necessary skills, knowledge and understanding are kept updated. • To undertake an induction programme and undertake continuous relevant professional training/development. • Share expertise, skills and liaise with others. • Participate in training and other learning activities and performance development as required. • Be skilled users of ICT and keep their ICT skills up-to-date. • Access the school learning platform. • Collaborative working at all levels achieved - understand the importance of teamwork and team-building techniques that enable teams to perform effectively. • Understand the importance of teamwork and team-building techniques that enable teams to perform effectively. • Set a good example in terms of dress, punctuality and attendance by following the school code of conduct. • Attend and participate in staff training and team and meetings where appropriate. • Make a contribution to the wider life of school. • Appreciate and support the role of other professionals. • Attend and participate in staff training and team and meetings where appropriate • Make a contribution to the wider life of school. • Appreciate and support the role of other professionals. • Excellent numeracy/literacy skills or equivalent experience/skills • Excellent communication skills • Excellent supervisory skills • Experience of working in a relevant discipline in a learning environment • Knowledge of child development expectations

	<ul style="list-style-type: none"> • Comply with any reasonable request from the SLT to undertake work of a similar level that is not specified in this job description. • Be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. • Undertake any other duties which may be reasonably regarded as within the nature of the post • Maintain constructive relationships and communication channels with teachers, • other professionals, pupils and parents/carers, and information is shared. • Concerns/problems are dealt with quickly and efficiently. • Serious issues are escalated promptly • Attend parents' evenings, communicate effectively with parents and produce quality reports for parents. • Promote positive behaviour strategies and discipline. • Support the wellbeing of all. • Inform the appropriate person about children with learning or behaviour difficulties and those who they consider to be gifted and talented. • Maintain teaching standards at satisfactory or above, the aim being good lessons. • Be a positive role model for pupils and other staff. • Follow the school code of conduct. 		
Equal Opportunities	<p>Implement the Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.</p> <p>Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.</p>		
Health and Safety	<p>Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.</p> <p>Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.</p>		
Amendments of Job description	<p>The particular duties and responsibilities listed below may be reviewed from time to time at the request of the Headteacher or post holder as circumstances make necessary. They may be amended only after consultation and approval of the Governing Body. In the exceptional situation of mutual agreement not being achieved, the individual teacher, or Headteacher, will be able to pursue this matter in accordance with grievance procedures.</p>		
Data Protection	<p>It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the GDPR 2018 for the security, accuracy, and significance of personal data held on such systems.</p>		
<p><i>The post holder is expected to undertake, within the Conditions referred to above and they do not include or imply any voluntary duties. This job description will be reviewed annually during the Autumn Term (or at any other more appropriate time). It is open to revision following discussion should the needs of either the school or the teacher changes to such an extent that the job description is no longer appropriate.</i></p>			
Teacher Signature		Date	
Headteacher Signature		Date	

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • Good Honours Degree or equivalent in education • Qualified Teacher Status • Good Standard of education in English and Maths, GCSE or equivalent 	<ul style="list-style-type: none"> • First Aid Training • Child Protection Training • Off Site Visits Group Leader Training • Other relevant qualifications 	Application Form
Experience	<ul style="list-style-type: none"> • Teaching experience or teaching placements in Primary schools, including Early Years. • Experience of managing resources, including support staff • Experience of manage challenging behaviour. • Experience of using technology to support learning • Experience of managing a curriculum subject 	<ul style="list-style-type: none"> • A good knowledge of current legislation and policy within the context of school, education and early years • Understanding of teaching across : <ul style="list-style-type: none"> ○ Wide age range ○ Ability range ○ SEND ○ EAL <p>Minimum 3 years' experience</p>	Application Form References
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • A good understanding of the national curriculum • Teaches to a high standard • Able to use a range of teaching and learning strategies • Ability to analyse data to better meet the needs of pupils and ensure progress • Understanding of all forms of assessment. • Have an awareness of policies and procedures relating to safeguarding, health and safety, equal opportunities and confidentiality. • Ability to communicate, record and present written reports • Ability to work successfully as a team member establishing effective working relationships and flexible working practices. • ICT working knowledge • Ability to think laterally and creatively 	<ul style="list-style-type: none"> • Knowledge of a specified area of the curriculum and demonstrate the impact on school improvement • Good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising. • Ability to work effectively with a variety of support services. • Hold a full, valid UK driving Licence 	Application Form Selection Procedure References
Personal Qualities	<ul style="list-style-type: none"> • A clearly articulated philosophy on the teaching of the subject • Commitment to continue the process of raising standards. • Commitment to equality of opportunity and inclusion based on a respect for all children. • Ability to be self-motivated, energetic having resilience and determination, showing initiative and have good analytical and organisational skills with an ability to prioritise • Ability to work under pressure in a constantly changing and demanding environment • Having commitment, taking ownership and following things through to completion • Ability to be diplomatic, tactful and maintain confidentiality • Evidence of being a constant learner (through undertaking recent professional development); ever ready to meet changing circumstances and to improve own knowledge and skills • Willing to seek advice and respond to advice positively • Able and willing to engage in extra-curricular activities A flexible approach to working hours and the range of duties this role can involve • Interests other than education 		Application Form Selection Procedure References