



JOB DESCRIPTION

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| Job title: Class teacher - Primary | Salary range: Main Scale |
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The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

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| Job Purpose |
| To carry out professional duties and to have responsibility for an assigned class. To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities. To promote the aims and objectives of the school and maintain its philosophy of education. |

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| Main duties and responsibilities |
| <ul style="list-style-type: none">• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.• To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.• To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.• To maintain good order and discipline among the pupils, safeguarding their health and safety.• To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.• To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.• To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.• To ensure effective use of support staff within the classroom, including parent helpers.• To participate in staff meetings as required.• To ensure that school policies are reflected in daily practice.• To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.• To liaise with outside agencies when appropriate eg. educational psychologist.• To continue professional development, maintaining a portfolio of training undertaken.• To support the Headteachers and SLT in promoting high standards of teaching and learning.• To work flexibly as part of a team by sharing good practice.• To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.• To promote equality as an integral part of the role and to treat everyone with fairness and respect.• To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety Policy and any school-specific procedures / rules that apply to this role. |

An annual review of this job description and allocation of particular responsibilities will take place as part of the performance management review.



CLASS TEACHER PERSON SPECIFICATION

| FACTOR | ESSENTIAL | DESIRABLE | ASCERTAINED BY |
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| QUALIFICATIONS | <ul style="list-style-type: none"> ➤ Degree ➤ Qualified Teacher Status | | <ul style="list-style-type: none"> ➤ Application Form ➤ Documentary Evidence |
| KNOWLEDGE AND UNDERSTANDING | <ul style="list-style-type: none"> ➤ To have a clear understanding of the National Curriculum and its application. ➤ To have an understanding of pupil assessment and its impact on progress. ➤ To be able to address the needs of all pupils and differentiate accordingly. ➤ To be able to deliver a creative curriculum. ➤ To motivate and inspire pupils. ➤ To demonstrate an understanding of team work and sharing good practice. | | <ul style="list-style-type: none"> ➤ References ➤ Interview |
| COMMUNICATION | <ul style="list-style-type: none"> ➤ The ability to communicate effectively in a verbal and written form to a range of audiences. | | <ul style="list-style-type: none"> ➤ Application Form ➤ Interview |
| SKILLS AND APTITUDES | <ul style="list-style-type: none"> ➤ The ability to teach a wide range of subjects across the primary age range. ➤ Have a clear understanding of how children and adults are safeguarded. ➤ To be able to effectively use a variety of teaching and organisational styles and resources including ICT. ➤ To have the ability to develop and maintain professional relationships ➤ To contribute positively to curriculum development. ➤ Ability to set high standards and be a role model for staff and pupils. ➤ Ability to work with and deploy staff and resources effectively. ➤ Awareness of the individual needs of pupils to ensure they make good progress. | <ul style="list-style-type: none"> ➤ The ability to contribute to a specific curriculum area or areas. | <ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview ➤ Specific Qualifications or experience |
| DISPOSITION | <ul style="list-style-type: none"> ➤ To be committed to raising the levels of achievement of children of all abilities. ➤ Ability to be flexible and work successfully within a team. ➤ Dedication to equal opportunities. | | <ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview process |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> ➤ Passionate about teaching and learning ➤ Displays warmth, care and sensitivity in dealing with children. ➤ Open minded, self-evaluative and adaptable to changing circumstances and new ideas. ➤ Able to enthuse and reflect upon experience. ➤ Willingness to be involved in the wider life of the school. ➤ Ability to prioritise. ➤ Effective interpersonal/communication skills. | | |
| SPECIAL REQUIREMENTS | <ul style="list-style-type: none"> ➤ An enhanced DBS clearance is essential. | | <ul style="list-style-type: none"> ➤ Documentary Evidence |