

Class Teacher

Job Description & Person Specification

Reporting to an Assistant Head and working alongside Subject Leads

Job Description

Main Purpose of Job:

To work to the teaching standards at all times

To promote the general educational progress and well-being of the children in class

To work as part of a team to coordinate an area of school development:

- attending team curriculum meetings
- taking part in staff meetings
- attending courses
- managing resources
- monitoring
- working with parents and governors.

Duties and Responsibilities:

- Planning and preparing work for pupils assigned to them.
- Teaching, according to their educational needs, the pupils assigned to them including the setting and marking of work carried out by those; the number of lessons should not morally exceed that limit which has been agreed in the school.
- Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to him/her.
- Communicating and consulting, in accordance with LEA guidelines and circulars, with the parents of pupils he/she is assigned to teach.
- Participating in any arrangements within an agreed national framework for the appraisal of his/her performance.
- To cooperate with the Schools procedures for career development. Including: Performance management, career profile, and induction. Reviewing from time to time his/her methods of teaching and programme of work.
- Participating in arrangements for his/her further training and professional development as a teacher as appropriate.

- Taking all reasonable steps to maintain good order and discipline pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Participating as appropriate in meetings at the school which relate to the curriculum, administration or organisation of the school.
- Attending assemblies unless a dispensation has been granted, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions in accordance with school policy.
- To ensure that the register is marked punctually and kept up to date as required by the law. Notes should account for all absence from parents or guardians and any problems reported to the Head of the school or delegate.
- To deal with other returns and requests for information about children in the class requested.
- To contribute and assist as required keeping up to date pupil records for each pupil in the class.
- To contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- To implement the school policy on personal appearance, uniform and behaviour of the pupils.
- To help pupils with individual guidance as necessary.
- To provide a safe, positive learning environment for pupils and follow the school's safeguarding practices.

Line Management – responsibility for:

- Responsible for the supervision of persons providing support in the classroom.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Teachers' Pay and Conditions and subsequent orders in terms of duties and working time, also any local agreements, LEA circulars and guidelines giving interpretations of teachers' conditions of service.

Teachers must carry out his or her duties with full regard and commitment to the Governing Body and CLIC Policies.

The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection and safeguarding procedures.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification

Selection criteria	Method of Assessment	Essential	Desirable
1. Qualification and Training			
1.1 A qualified teacher	A	✓	
1.2 Willingness to participate in training, performance management and self-evaluate learning needs and actively seek learning opportunities	I	✓	
2. Skills and Experience			
2.1 Successful and varied experience of teaching children in the primary sector	A & I	✓	
2.2 A good teacher	A & I	✓	
2.3 Experience of creating proactive partnerships with parents and the wider school community	A & I		✓
2.4 A good knowledge of the primary curriculum	A & I	✓	
2.5 Experience of working with pupils with additional needs	A & I	✓	
3. Knowledge			
3.1 Able to demonstrate how data can be used to identify under-achievement and inform classroom practices	A & I	✓	
3.2 How to promote positive behaviour strategies and constructive handling of problems.	A & I	✓	
3.3 Current knowledge of assessment procedures	A & I	✓	
3.4 Effective use of ICT to support learning	A & I	✓	
4. Leadership Skills			
4.1 Ability to line manage support staff working in class	A & I	✓	
4.2 Ability to inspire children and other team members	A & I	✓	
5. Personal Style and Behaviour			
5.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	A & I	✓	
5.2 Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	A & I	✓	
5.3 The flexibility to adapt to changing workload demands and new school challenges.	A	✓	
5.4 Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.	A & I	✓	
5.5 To have experience and an understanding of following the school's safeguarding Procedures	A & I	✓	
5.6 Be willing to consent to and apply for an enhanced disclosure to a DBS Check, Self-Declaration and references.	A	✓	

