



Be Your BEST
Believe – Excellence – Safe – Team

CLASS TEACHER JOB DESCRIPTION

| | |
|---------------------------------|--|
| Department: EDUCATION | Section: Schools |
| Post Number: | Location: The Pines School |
| Job Title: CLASS TEACHER | Grade/Salary Range: MPS/UPS (depending on experience) |

JOB PURPOSE

To carry out the professional duties of a teacher, in accordance with the School Teachers Pay and Conditions Document, including any duties, which may reasonably be given to him/her by the Headteacher.

- To plan, implement and deliver an appropriate curriculum for all pupils in the class and year group as appropriate
- To contribute to raising standards of pupil attainment
- To promote the progress and wellbeing of every child

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The teacher will work in collaboration with:

- other members of staff
- parents, governors and the local community
- members of the LA support and advisory services where appropriate
- organisations and networks relevant to the teacher's specialism or subject

Relationships to other posts:

Support received from Phase Leader, Deputy Head and Headteacher.

Line management responsibilities for support assistants working with children in your allocated class.

MAIN DUTIES AND RESPONSIBILITIES

Professional Duties

The following duties are deemed to be included in the professional duties which a teacher may be required to perform in accordance with the specified working hours.

Teaching



Be Your BEST
Believe – Excellence – Safe – Team

- Plan, implement and deliver lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work, ensuring differentiation and innovation in lesson design
- To assist the development of an appropriate syllabus, resources, schemes of work policies and teaching strategies within the school
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- To teach pupils according to their educational need
- To set targets for pupils based upon prior attainment
- To represent the ethos and core values of the school while teaching pupils
- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school
- To work alongside the head teacher and SENCO to support children who are experiencing challenges in the classroom
- To give feedback in line with school policy
- Participate in arrangements for preparing pupils for external examinations

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes
- To attend and participate in weekly staff and team meetings and pupil progress meetings

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils in accordance with the school's behaviour policy

Management of staff and resources

- Direct and supervise support staff assigned to them and where appropriate, other teachers, to ensure the effective and efficient use of support staff within the classroom
- Contribute to the professional development of other teachers and support staff

Professional Development

- Participate in arrangements for the appraisal and review of their own performance and where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff, including induction

Communication

- Communicate with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school



Be Your BEST
Believe – Excellence – Safe – Team

Specified Working Hours

A teacher employed full time must be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours, those hours to be allocated reasonably throughout those days in the school year, which the teacher is required to be available for work.

A teacher employed part time must be available to perform such duties at such times and such places as may be specified by the head teacher for the proportion of the 1258.5 hours corresponding to the percentage of a full-time working week.

All qualified teachers will be required to demonstrate that they can consistently meet the core professional standards throughout their teaching career.

All Post Threshold Teachers will be required to demonstrate that they can consistently meet the post threshold standards in addition to the core standards.

Additional Roles/Responsibilities

The post holder (after NQT year) will be part of a curriculum team and responsible for the leadership of a curriculum subject area across the school, key stage or phase. To meet this responsibility the post holder will be required to complete a subject action plan and request appropriate financial funding from the school budget to meet these aims.

This job description may be amended at any time following discussion between the Headteacher and the post holder. This job description will be reviewed annually at the initial performance management meeting.

Date:

Signature: (post holder)

Signature: (PM reviewer)

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|--|----------------------------|-----------|
| | ✓ Qualified Teacher Status | |



Be Your BEST
Believe – Excellence – Safe – Team

| | | |
|---|---|---|
| Professional Qualifications & Training | <ul style="list-style-type: none"> ✓ An eagerness to engage in further CPD | <ul style="list-style-type: none"> ✓ Evidence of continued professional development |
| Leading & Managing | <ul style="list-style-type: none"> ✓ Able to inspire and motivate others ✓ Lead by example, having high personal standards and clear expectations | <ul style="list-style-type: none"> ✓ Have knowledge and understanding of leading other members of a team. ✓ Aspire to lead an area of teaching and learning |
| Teaching & Learning | <ul style="list-style-type: none"> ✓ Demonstrate high quality teaching ✓ Have recent and successful experience in teaching Foundation Stage and/ or Key Stage One and/ or Key Stage Two ✓ Able to plan learning effectively for all pupils for whom they are responsible ✓ Have the ability to evaluate and improve the quality of teaching ✓ Have a clear understanding of how pupils learn and be able to identify next steps for learning ✓ Recognise the needs of pupils of all abilities ✓ Believe enjoyment and enrichment is essential for children's learning and development ✓ Have a clear understanding of the importance of developing the "whole child" ✓ Able to maintain high standards of behaviour and discipline with the framework of a positive behaviour management policy ✓ Show a commitment to creativity in teaching and learning, independent learning for children and a good knowledge of how young children learn. | <ul style="list-style-type: none"> ✓ Have evidence of recent CPD in developing teaching and learning. ✓ Have experience of using INSIGHT as assessment software. ✓ Have experience of teaching a year group that completes statutory national tests. |



Be Your BEST
Believe – Excellence – Safe – Team

| | ESSENTIAL | DESIRABLE |
|---------------------------------------|---|--|
| <i>Skills & Attributes</i> | <ul style="list-style-type: none"> ✓ Able to work in partnership with colleagues ✓ Have a good level of commitment to the school ✓ Be thoughtful, reflective, approachable and willing to take appropriate advice ✓ Have good time management skills and demonstrate flexibility ✓ Be a good communicator ✓ Demonstrate the ability to delegate to support staff ✓ Have integrity, and inspire confidence and trust ✓ Able to present effectively, both orally and in writing ✓ Able to relate well to all members of the school community ✓ Demonstrate a professional attitude at all times | <ul style="list-style-type: none"> ✓ Has a good sense of humour and able to see the fun and enjoyment in the role |
| <i>Deployment of Resources</i> | <ul style="list-style-type: none"> ✓ Be able to ensure that the health and safety of children and adults is paramount ✓ Make creative and effective use of resources to support teaching and learning | <ul style="list-style-type: none"> ✓ Have experience of managing and bringing a project or initiative to fruition |
| <i>School Specific Needs</i> | <ul style="list-style-type: none"> ✓ Have a commitment to involving parents in their children's learning ✓ Have a commitment to inclusive education | <ul style="list-style-type: none"> ✓ Have a commitment to being creative with a limited budget |
| Accountability | <ul style="list-style-type: none"> ✓ Be accountable to the Headteacher and Governing Body | |