



## Job Description

### General Information

**Job Title:** Class Teacher - Primary

**JD Code:** JDT01c

**Reports to:** Principal

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### **Line Management:**

The post holder will be accountable to the Principal for all initiatives related to this post.

### **Job Purpose:**

The teacher will:

- Be responsible and accountable for all aspects of the progress, attainment, care, guidance and support of identified groups of students and the quality of learning and teaching in the classroom.
- 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
- Use student progress and attainment data available to monitor and evaluate the progress and attainment of all student groups e.g. students in receipt of disadvantaged funds; ethnic minorities; SEND; girls; boys; high attainers
- 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**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Coordinate a foundation subject, under the direction of the Curriculum Leader



- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

## **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain an orderly, graffiti and litter free classroom, and maintain good order and discipline among pupils, managing behaviour effectively to ensure a safe and secure learning environment which inspires students to want to learn.

## **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

## **Communication**

- Communicate effectively with pupils, parents and carers

## **Working with colleagues and other relevant professionals**

- Ensure that all Classroom/Teaching Assistants receive clear direction re: classroom intervention and that all planning and preparation is shared in advance of the lesson
- 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 their professional duties and responsibilities
  
- Any other duty deemed by the Principal to be appropriate to this post.

*This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities.*

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>A. Education and training</b>	<ul style="list-style-type: none"> <li>Graduate with Qualified Teacher Status.</li> <li>GCSEs grade A* - C, including English and Mathematics. or equivalent qualifications.</li> </ul>	
<b>B. Skills and abilities</b>	<ul style="list-style-type: none"> <li>Evidence of appropriate professional development.</li> <li>Demonstrate excellent classroom practice.</li> <li>Relate to and motivate students.</li> <li>Possess good behaviour management strategies.</li> <li>Good level of ICT literacy, including good working knowledge of Microsoft Office and email.</li> </ul>	
<b>C. Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Experience of successful teaching as evidenced by adding value to student achievements.</li> <li>Have a thorough working knowledge and understanding the National Curriculum</li> <li>Understand how ICT can be used to enhance students' learning.</li> <li>significant knowledge of phonics and reading strategies</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of teaching across the whole Primary age range</li> </ul>
<b>D. Personal qualities</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively with colleagues and to deal politely and tactfully with a wide range of people.</li> <li>Ability to work as part of a team.</li> <li>Reliable, honest and trustworthy.</li> </ul>	
<b>E. Approach to work</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding the welfare of young people.</li> <li>Ability to plan own work and work on own initiative.</li> <li>Ability to prioritise work to achieve deadlines.</li> </ul>	

### Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

### In addition, the post holder should have the ability to:

- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly.