

# Class Teacher Job Description



<b>Job title</b>	Class Teacher
<b>Salary and grade:</b>	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document
<b>School:</b>	
<b>Line manager:</b>	The headteacher, members of senior leadership team (SLT) and the governing body of the School
<b>Supervisory responsibility:</b>	The postholder may be responsible for the supervision of the work of nursery nurses, assistants and students, relevant to their responsibilities

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## Main purpose of the job:

- To offer all learners an effective education in a stimulating environment, which provides equality of opportunity for all
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- To deliver the EYFS as relevant to the age and ability group, other relevant initiatives, including ECM and the School's own practices
- To work proactively and in collaboration and partnership with children, parents/carers, governors, other staff and external agencies
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012)
- To be responsible for promoting and safeguarding the welfare of children and young people within the School
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## Duties and responsibilities

All teachers are required to carry out the duties of a School-teacher as set out in the current *School Teachers Pay and Conditions* document. At this School the following areas have been highlighted as being of particular importance.

## Teaching

- Be a positive role model in terms of behaviour, work and attitudes
- Set high standards of work and behaviour in the class and all other areas of the School
- Plan for progression across the age and ability range you teach, designing effective programmes of work in accordance with the needs of individual children
- Teach challenging, well organised sessions, using an appropriate range of teaching strategies which meet individual children's needs
- Have a clear understanding of the needs of all children, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring children's progress and levels of attainment
- Provide timely, accurate and constructive feedback on children's attainment, progress and areas for development
- Use relevant data to monitor progress, set targets, and plan subsequent lessons

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- Deliver the EYFS as relevant to the age and ability group/subject that you teach, other relevant initiatives and the School's own schemes of work
- Advise and work collaboratively with the headteacher and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate

### Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on children's progress, attainment and well being, refining your approaches where necessary
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the School or as developed as an outcome of your performance management

### Behaviour, Health and well-being

- Establish a purposeful and safe learning environment for children
- Manage children's behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the School's behaviour policy
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self control and independence of all children
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person
- Be responsible for promoting and safeguarding the welfare of children and young people within the School

### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the School, which relate to the children, curriculum or organisation of the School including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the *School Teachers' Pay and Conditions* document

### Fuller wider professional responsibilities

- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the School
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

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## Administration

- Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers' Pay and Conditions* document
- Register the attendance of and supervise children, before, during or after School sessions as appropriate

## Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

## Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Be fully conversant with the School's procedures and policies
- Perform any reasonable duties as requested by the Head teacher

## Note

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.

**Signature of post holder:**

**Date:**        /        /

**Signature of headteacher:**

**Date:**        /        /

# Class Teacher Job Description

## Class Teacher - Generic Person Specification



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### Qualifications

1. Qualified teacher status or recognised equivalent (application form).

### Experience

2. Teaching experience with the age range and/or subject(s) applying for.

### Knowledge and skills

The ability to effectively:

3. Create a stimulating and safe learning environment.
4. Establish and maintain a purposeful working atmosphere.
5. Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.
6. Assess and record the progress of childrens' learning to inform next steps and monitor progress.
7. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
8. Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
9. Encourage children in developing self-esteem and respect for others.
10. Deploy a wide range of effective behaviour management strategies, successfully.
11. Communicate to a range of audiences (verbal, written, using ICT as appropriate).
12. Use ICT to advance pupils' learning, and use common ICT tools for their own and childrens' benefit.

### Commitment

Demonstrate a commitment to:

- a. equalities
- b. promoting the school's vision and ethos
- c. high quality, stimulating learning environments
- d. relating positively to and showing respect for all members of the school and wider community
- e. ongoing relevant professional self-development
- f. safeguarding and child protection