



## Class Teacher – Job Description

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<b>Post title</b>	Class Teacher
<b>School:</b>	St. George's CE Primary
<b>Salary and grade:</b>	Main pay scale range 1-6
<b>Line manager/s:</b>	Head of Partnership, Head of School, members of the senior leadership team (SLT) and the governing body
<b>Supervisory responsibility:</b>	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

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### Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- 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)*
- Take responsibility 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 schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher **standards** as part of the appraisal process as relevant to their role in the school.

#### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledges and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, 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
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics



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- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current
  - *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, 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 current *School Teachers' Pay and Conditions document*

# Class Teacher – Job Description

## Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

## Administration

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

## 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
- Perform any reasonable duties as requested by the headteacher

### Note

This job description is not your contract of employment or 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.



CLASS TEACHER PERSON SPECIFICATION



FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>➤ Qualified Teacher Status</li> <li>➤ Degree</li> </ul>	<ul style="list-style-type: none"> <li>➤ Have prior knowledge of the St. George's Community</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ Documentary Evidence</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>➤ A clear understanding of the National Curriculum and its application.</li> <li>➤ A knowledge of strategies that enable the teacher to teach mixed ability pupils within the same class and provide work which is differentiated to cater for the entire ability range.</li> <li>➤ Knowledge and understanding of the Primary Curriculum and its application</li> <li>➤ To motivate and inspire pupils</li> <li>➤ An understanding of team work</li> </ul>	<ul style="list-style-type: none"> <li>➤ References</li> <li>➤ Interview</li> <li>➤ Selection tasks</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>➤ The ability to communicate effectively in a verbal and written form to a range of audiences.</li> <li>➤ Ability to develop good personal relationships within a team; making an effective contribution to high morale.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Spanish speaker</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ Interview</li> </ul>
<b>SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>➤ The ability to teach a wide range of subjects across the primary age range.</li> <li>➤ To be able to use effectively a variety of teaching and organisational styles and resources including ICT.</li> <li>➤ A willingness to work throughout the Primary School.</li> <li>➤ To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development.</li> <li>➤ Ability to set high standards and provide a role model for staff and pupils.</li> <li>➤ Ability to deal sensitively with people and resolve conflicts.</li> <li>➤ Ability to work with and deploy staff and resources effectively.</li> <li>➤ Ability to create a happy, challenging and effective learning environment</li> </ul>	<ul style="list-style-type: none"> <li>➤ The ability to contribute to a specific curriculum area or areas</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> <li>➤ Specific Qualifications or experience</li> </ul>
<b>DISPOSITION</b>	<ul style="list-style-type: none"> <li>➤ To be committed to raising the levels of achievement of children of all abilities</li> <li>➤ Able to work as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>➤ Passionate about Learning and Teaching</li> <li>➤ Displays warmth, care and sensitivity in dealing with children</li> <li>➤ Open minded, self evaluative and adaptable to changing circumstances and new ideas</li> <li>➤ Able to enthuse and reflect upon experience</li> <li>➤ Willingness to be involved in the wider life of the school</li> <li>➤ Ability to prioritise</li> <li>➤ Good interpersonal/communication skills</li> <li>➤ When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence</li> </ul>		<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> </ul>
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ An enhanced disclosure and barring check clearance is essential</li> <li>➤ A good health and attendance record</li> </ul>		<ul style="list-style-type: none"> <li>➤ Documentary Evidence</li> </ul>

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