



# Class Teacher Job Description

## Job Description: Class Teacher

<b>Line Manager:</b>	Headteacher
<b>Main Purpose of Role:</b>	The post holder will take responsibility for a class of children in EYFS/ Key Stage 1 or 2 determined on an annual basis by the Headteacher and in accordance with the duties listed below. Applications from NQT's & SCITT's welcome.
<b>Salary</b>	Main Pay Scale/Upper Pay Scale depending on experience

## General Responsibilities

- To interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- Responsible for the supervision of the work of their teaching assistant and any students who may be on teaching practice or work placement in their classroom.
- Undertake the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.
- Teach all pupils in your class according to their educational needs and acknowledging that every lesson counts.
- Create a well ordered and secure environment that will ensure the educational well-being of individual children within the group.
- Make effective use of ICT to enhance learning and teaching.
- Undertake careful planning and delivery of the curriculum.
- Ensure careful and ongoing assessment of the pupils learning to inform further planning.
- Ensure that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
- Complete all assessments, reports and records as determined by school policy in a timely fashion.
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress.
- Work with school leaders to complete and teach individual pupil plans where pupils have specific needs. (EHCPs)
- Ensure that equal opportunities are implemented in the classroom and throughout the school.
- Develop and maintain positive relationship with parents, which involve them actively in the classroom and in the learning process.
- Participate in planning and staff meetings.
- Contribute to the whole school ethos by organising displays particularly in the classroom and designated whole school areas as agreed with the headteacher.
- Undertake in-service training for further development as a teacher.
- Undertake other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.
- 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

- **Other Responsibilities**
- In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

## Conditions of Service

- This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

# Person Specification

## Class Teacher

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status	✓	
<b>Experience</b>		
Must have proven experience in a primary school		✓
<b>Professional Knowledge and Understanding</b>		
Must understand the expectations in the new Ofsted Framework regarding effective learning and teaching	✓	
A sound knowledge and understanding of the Early Years & Key Stage 1/2 Curriculum	✓	
A good understanding of the National Strategies	✓	
An excellent understanding of curriculum and pedagogical issues relating to learning and teaching.	✓	
Understanding of current good practice in primary learning and development	✓	
Understanding of the interrelated developmental, learning and cultural needs of children and the implications for good practice in care and education	✓	
<b>Professional Skills and Abilities</b>		
A good classroom practitioner willing and able to teach any class in Early Years/Key Stage 1/2.	✓	
A teacher with good ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Able to observe and interpret children's behaviour, identify learning needs and employ a range of teaching styles to ensure progress	✓	
Able to plan, organise and resource a stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	
<b>Personal Qualities</b>		

Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively and respond swiftly to tight deadlines	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Willingness to, and ability to, contribute to whole school INSET	✓	
Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
<b>Vision and Strategy:</b>		
Vision aligned with South Farnham Educational Trust of high aspirations and high expectations of self and others.	✓	
<b>Other</b>		
This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.	✓	