



JOB DESCRIPTION

At New Milton Infant School all staff share a collective responsibility for the well-being and health and safety of pupils. We foster a team approach where colleagues are supportive of each other and of the school's aims, policies and improvement targets. We set high professional standards for ourselves, ensuring that we each contribute to the effective running of the school.

POST: Class Teacher

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Being responsible to the Headteacher and Governors for the educational and SMSC development of the children in your care; consistently applying the school's policies in relation to welfare, behaviour and pupil progress.
- Planning, preparing and using appropriate teaching methods (proficiency in AfL) and resources to enable all children to achieve their full potential. Working alongside colleagues to share ideas and expertise, participating in meetings arranged for these purposes.
- Identifying clear teaching objectives and lesson content, using teaching methods that keep pupils engaged and motivated. Using effective questioning and response, clear presentation and good use of resources
- Setting and maintaining high expectations for pupils' behaviour through well-focused teaching and positive and productive relationships.
- Maintaining a happy, well-organised and stimulating classroom environment that meets the expectations of the school's approach to learning. Ensuring that work is displayed to an appropriate standard within your classroom and areas throughout the school.
- Being responsible for directing other adults (including Learning Support Assistants) working with your class, making sure that they are appropriately deployed and working with children in a manner that is applicable to the pupils' needs and in line with the school's aims and policies.
- Setting a good example to all children, in your presentation and personal conduct in line with school policies.

Monitoring, Assessment, Recording, Reporting

- Keeping appropriate and up-to-date records for each of your pupils, using the outcomes of short-term assessments to set suitably challenging targets and to inform future planning. Ensure that planning meets the requirements of the National Curriculum and Agreed Syllabus for Religious Education and is completed in line with school policy.
- Analysing and evaluating pupil progress regularly, ensuring that standards are consistently high and that children are achieving at the expected level, based on the appropriate use of prior attainment information. Mark and monitor pupils' work and homework in line with the school's agreed policy.
- Working in partnership with parents, both formally and informally, communicating regularly through the reading diary, parent consultations and at the request of parents.
- Writing and contributing to written assessments and reports, including pupils' Annual Report to Parents.

Curriculum & Personal Development

- Working as part of a curriculum team and/or having responsibility for an aspect of the school's work and developing plans which identify clear targets and success criteria for its development and / or maintenance, as and when appropriate
- Contributing to the whole school's planning activities.
- Taking responsibility for your own professional development, including securing progress towards personal targets and whole school improvement priorities. Evaluating your own teaching critically and use this to improve your effectiveness.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to carry out those duties as specified in the School Teachers pay and Conditions Document in consultation with the Headteacher.

CLASS TEACHER PERSON SPECIFICATION

The following are the main attributes the Governing Body would wish to see offered by candidates.
It is not as an exhaustive 'tick list' but is provided as guidance.

| Job Requirement | Essential | Desirable | How candidates will be assessed |
|--------------------------------------|--|---|---|
| Qualifications | <ul style="list-style-type: none"> • QTS | | Application Form |
| Experience | <ul style="list-style-type: none"> • Successful teaching within EYFS and/ or Key Stage 1 | <ul style="list-style-type: none"> • Has an awareness of the KS1 assessment tasks • Experience of teaching in EYFS and KS1. | Application |
| Knowledge & Understanding | <ul style="list-style-type: none"> • Understands the importance of developing children as learners • Has a sound understanding of the EYFS/ National Curriculum and the programmes of study | | Application Application |
| Skills | <ul style="list-style-type: none"> • Is an excellent, innovative and creative teacher • Able to identify and solve problems independently and creatively • Is an effective communicator with staff and to disseminate information accurately • Is an active listener • Ability to exhibit and foster a positive attitude • Ability to encourage positive partnerships with parents and school • Flexibility • Has a positive attitude to change • Able to manage time effectively • Prioritise according to school improvement needs • Plans effectively at all stages and to differentiate to meet the needs of all learning • Teaching to at least a 'good' standard | | Application/Reference Interview/Reference Interview/Reference Interview/Reference Interview/Reference Interview/Reference Interview/Reference Interview/Reference Interview/Reference Interview/Reference Application/Interview Reference Reference |
| Personal Qualities | <ul style="list-style-type: none"> • Well-organised, professional, innovative and tactful • A reflective practitioner • Able to work under pressure and meet deadlines • Have a sense of humour • Able to manage an appropriate work-life balance • Passionate about wanting to make a difference to our children • Has a desire to further their own learning, proactively seeking support where needed • Have an approachable and friendly manner • Has an awareness of the needs of others • Enjoys working collaboratively as part of a team • Fully and willingly support school events | | Application/Interview Reference Reference Interview/Reference Interview/Reference Application/Interview Application/Interview Interview Reference Reference Interview |

Prospective candidates are asked to ensure that the evidence for all statements that are assessed through the application, are included in their application form.