



## Job Description

**Job Title:** Class Teacher

**Scale:** MPS

### Responsible to:

- The Executive Headteacher, Head of School and the Local Governing Body of the school

### Relationships:

- Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

### Responsibilities:

Take responsibility for a class of children determined on an annual basis by the Executive Headteacher and Head of School and in accordance with the duties listed below:

- Carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document;
- Undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England;
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

### As a Class Teacher you will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Head of School and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;

- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;
- Promote the school's behaviour for learning Policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching;
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Name of Post holder:

Date:

Signature of Post holder: .....

Signature of Headteacher.....



## Person Specification

**Post Title:** Class teacher

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
<b>Experience</b>		
Will have had some experience of teaching in a multicultural inner-city environment through trainee placements	✓	
<b>Professional Knowledge and Understanding</b>		
Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages	✓	
A sound knowledge and understanding of the Foundation Stage Curriculum		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Familiarity with KS1 and 2 Standardised Attainment Tests		✓
Understanding of and commitment to the school policies	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN		✓
<b>Professional Skills and Abilities</b>		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	

Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
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	✓	
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	✓	
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	✓	