

## **Job Description**

**Title of Post:**        **Class Teacher**

**Grade:**                **Main Scale**

**Responsible to:**    **Head Teacher**

**Responsible for:**   **N / A**

## **Major Responsibilities:**

1. To work in consultation with the Headteacher and colleagues to carry out agreed curricular policies of the school, including content and method.
2. To plan and prepare work for his / her class, to be aware of each child's needs and level of development and to organise the class accordingly.
3. To keep up to date records of all children's work, monitor their progress in all areas and assess according to national requirements.
4. To recognise that self-esteem, emotional stability, social adjustment and positive attitudes share an equal standing with the acquisition of knowledge and skills.
5. To value the importance of first hand experiences in providing appropriate differentiated activities, to develop an enquiring mind and pursue investigation and problem solving as learning experiences.
6. To ensure children develop autonomy and independence in the class.
7. To ensure that the classroom reflects the aims of the school in providing a rich, stimulating, well organised and happy environment in which to learn. Use display and presentation as examples of excellence from which children learn.
8. To organise appropriate resources so that they are accessible to children.
9. To share with colleagues the task of maintaining a firm, fair and effective discipline throughout the school and within the classroom.
10. To understand equality issues related to classroom practice and use in planning and practice.
11. To recognise and pass on the principles involved in living in a multi-cultural society and to give equal opportunities to all the children.
12. To recognise the needs of children with special educational needs and cater for those needs in the classroom.
13. To keep him / herself informed of current educational issues and practice and make use of the courses available for his / her professional development and the needs of the school.
14. To fulfil the policies of the school in respect of liaison with parents, other schools and associated agencies.

15. To co-operate with other members of staff in provision of after-school activities and other events deemed to be important to the school e.g. summer fete.
16. To share with other teachers the responsibilities of any supervision required to ensure that safety of the children at all times including the fifteen minute period directly before and after school hours.
17. To accept that, irrespective of his / her initial teaching programme, he / she may in subsequent years, be asked to work with other year groups or to participate in alternative teaching approaches or subject areas.
18. To participate in the Performance Management cycle in accordance with the Pay and Conditions Act and School Pay Policy.
19. To undertake additional responsibilities to promote the development and continuity of educational provision throughout the school.
20. To undertake any other duties as may be reasonably requested by the Headteacher to reflect the changing needs of the school and requirements and demands of the National Curriculum with particular regard for the foundation status of the Church School (this will include attending the daily act of worship).

## **PERSON SPECIFICATION for the role of Class Teacher**

You should make sure that your application form reflects the Person Specifications listed below in order to successfully obtain an interview. Using numbers relating to the criteria when completing your supporting statement is helpful.

### **Qualifications**

1. DfES- recognised Qualified Teacher Status.
2. Evidence of relevant training over the last two years.

### **Experience**

3. Successful teaching experience with more than one year group
4. Experience of working in a multi-ethnic school environment would be a distinct advantage.

### **Knowledge and understanding of:**

5. Theory and practice of effective teaching and learning in National Curriculum requirements and national strategies to raise achievement in literacy and numeracy.
6. Strategies to maximise progress and achievement for all children, including writing EP's and developing strategies for pupils with special educational needs, pupils with English as an additional language and high-achievers
7. Equal opportunities and multi-cultural education

### **Skills**

8. Good oral and written communication skills
9. The ability to create a rich and safe learning environment for all pupils by:
  - establishing high expectations and promoting purposeful learning
  - implementing effective classroom management and organisation
  - assessing the needs of individual pupils and accurately recording and reporting their progress
  - excellent planning based on the National Curriculum, QCA schemes of work, and information from the assessment of pupils' learning needs

**Commitment to**

10. Working with parents, celebrating pupils' special skills and talents as well as tackling problems
11. Contributing to school life and building effective relationships with all members of the school community.
12. Evaluating, reviewing and, as necessary, adapting your own teaching to maximise pupils' achievements.
13. Personal development and training and as part of performance management.
14. The Christian ethos of the Church of England School Foundation.
15. Lead, manage and develop a curriculum area.

**Signed (Teacher)** .....

**Date** .....

**Signed (Chair of Governors)** .....

**Date** .....