Job Title: Class Teacher
Grade: Main scale
Reporting to: Deputy Headteacher/Headteacher
Responsible for: Class of pupils

Purpose of post

1. To be an effective and reflective classroom teacher able to demonstrate and share good practice
2. To plan and prepare lessons with regard to individual need, with reference to school policies, national requirements and local policies.

Main duties/responsibilities

The education and welfare of a group of students in accordance with the requirements of the "Conditions of Employment of School Teachers" having due regard to the requirements of the National Curriculum. To uphold the school’s aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the well-being and discipline of all students.

Teacher’s duties
- To ensure the maintenance of good order and discipline among all students and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To be aware of the school and the local Education Authority’s Equality Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.
- To provide professional leadership and direction within own curriculum area by acting as a good role model
- To ensure that own practice and that of other staff in own area of responsibility improves the quality of education and raises standards through monitoring of teaching and learning.
- To work as part of the Curriculum Management Team in whole school planning for own specialist area.
- To co-ordinate assessment and record keeping procedures in our class and reporting on student’s attainment and progress.
- To ensure staff are able to develop professionally by providing INSET in school and seeking out good quality INSET out of school for both teaching and non-teaching staff.
- To prepare for and lead staff meetings where appropriate
- To work with Senior Leadership Team and SENCO ensuring that the needs of all children are met.
- To prepare displays, prepare assemblies, organise and lead parents meetings as appropriate to promote understanding and development of own area.
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- To manage own class budget effectively and efficiently ensuring that financial regulations are adhered to.
- To manage and organise non-teaching staff.
Job Description/Person Specification: Class Teacher (Primary)

- To establish a partnership with parents involving them in their child’s learning through regular communication, after school clubs, workshops and homework etc.
- To be responsible for creating a stimulating environment in which students reach their full potential.
- To be responsible for writing Annual reports on the students assigned to you.
- To be able to work effectively and co-operatively within a multi-disciplinary team.
- This job description may be amended at any time after discussion with you but in any case it will be reviewed one year after appointment.

Other duties and responsibilities

Undertake any professional task as directed by the Headteacher

Data Protection

It is essential when working with computerised systems that you are fully aware of your responsibility at all time of the Data Protection Act for the security, accuracy, and significance of personal data held on the systems.

Equal opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling all forms of discrimination including sex, disability, race, religious and age.

Health and Safety

Employees are required to work in compliance with the school’s health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Signature of post holder

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Signature of Executive Headteacher: [Signature]

Date: 10 January 2019

The person specification below outlines the key experience, skills and knowledge required for this position. The selection panel will assess each candidate against the essential criteria listed above. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. Shortlisted candidates will be selected on the basis of the extent to which they meet the above selection criteria (i.e. essential criteria in bold text) in their supporting statement.
## PERSON SPECIFICATION

### Class Teacher (Primary)

**Essential criteria is in bold text.**

**Key knowledge, experience, skills and qualities.**

| Qualifications | • Qualified Teacher Status.  
|                | • Evidence of relevant and recent continuing professional development.  
|                | • High level experience in the use of ICT  
|                | • Willingness to undertake further professional qualifications. |

| Knowledge, Experience and Skills | • **Proven successful teaching and achievement of outstanding student progress.**  
|                                | • Experience of successful leadership skills or evidence of developing leadership skills at a secondary school within a multicultural community.  
|                                | • **Ability to contribute to professional leadership and management of a staff team to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students across the school.**  
|                                | • Experience of using coaching and/or mentoring to improve the performance of others.  
|                                | • **Ability to analyse data to monitor progress towards challenging targets.**  
|                                | • Experience of the use of quality first teaching to ensure the effective inclusion of all pupils in a mixed ability setting.  
|                                | • Knowledge of relevant developments and innovations in the use of ICT as a tool to support teaching and learning.  
|                                | • **Knowledge of current educational issues beyond current school.** |

| Personal Qualities | • Excellent presentation and inter-personal skills.  
|                   | • Excellent time and task management skills.  
|                   | • Enthusiastic and creative.  
|                   | • Ability to work under pressure and to deadlines. |