

## GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Class Teacher	<b>Post No:</b>	<b>Grade:</b> Main Pay Scale
<p><b>Organisational information:</b></p> <p>This job description is to be performed in accordance with the attached provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.</p> <p><b>Responsible to:</b> The post holder is responsible to the headteacher for his/her teaching duties and responsibilities and for teaching tasks.</p> <p><b>Responsible for:</b> The post holder may be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.</p> <p><b>Key relationships/Functional links with:</b>  <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal: pupils, school staff, governors</i></p> <p><i>External: parents, Local Authority staff, NHS professionals</i></p>		
<p><b>Main Purpose of Job:</b></p> <ul style="list-style-type: none"> <li>• Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all</li> <li>• Be responsible and accountable for achieving the highest possible standards in work and conduct</li> <li>• Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</li> <li>• Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils</li> </ul>		

- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Main Responsibilities / Accountabilities**

*The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation*

- *This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder*

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

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying and supporting SEN, LAC or very able pupils
- provide clear structures for lessons maintaining pace, motivation and challenge
- make effective use of assessment and ensure coverage of programmes of study
- ensure effective teaching and best use of available time
- monitor and intervene to ensure sound learning and behaviour management, setting high expectations for behaviour, in accordance with the school's behaviour policy.
- effectively deploy support staff within the classroom.

### Monitoring, assessment, recording, reporting :

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving

- Communicate effectively with parents on the development, progress and attainment of pupils

Other professional requirements :

- Time management and organisational skills
- Excellent written, oral and interpersonal communication skills
- IT skills
- have a working knowledge of teachers' professional duties and legal liabilities
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for improving teaching through appropriate professional development and appraisal and if appropriate coordinate subject or curriculum areas across school
- liaise effectively with parents, governors and outside agencies
- take on any additional responsibilities which might from time to time be required.
- make a positive contribution to the wider life and ethos of the school

**Job Activities:**

**Other information:**

- Disclosure type: enhanced

**General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The post holder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure

they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

March 2017

## GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Teacher	<b>Post No:</b>	<b>Grade:</b>
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>	<b>Method of Assessment*</b>
<b>Experience</b>	Experience of classroom teaching across KS2;  Experience of leading English or Maths.	
<b>Skills and Abilities</b> <i>Including personal attributes</i>	Able to plan lessons which have clear teaching objectives and learning outcomes, and an understanding of how this fits into a sequence of lessons;  Able to plan and deliver a broad, balanced creative and progressive curriculum;  Understands effective inclusion strategies for all learners;  Understands effective behaviour management strategies;  Able to monitor, assess, record and report pupils' attainment and progress;  Understands the positive links necessary within school and with all its stakeholders;  Able to effectively use ICT to manage assessment; target setting; progress data and in everyday teaching and learning;  Able to development positive personal relationships both internally and externally, within the team and with parents.	

<b>Qualifications and Training</b> <i>including professional qualifications</i>	Qualified Teacher Status	
<b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Sympathetic to our Church school status	
Line Manager Signature:  Date:		

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

March 2017