

# Wingfield Primary School



**Post:** **Class Teacher**

**Responsible To:** The Executive Head Teacher, The Headteacher and the school's Local Governing Body

**Scale:** MPS

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## **Job Description**

### **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 Headteacher 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.
- Plan appropriately to meet the needs of all pupils.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment that promotes and supports enquiry-based learning
- Keep appropriate and efficient records, integrating formative and summative assessment into planning.

- Work with the wider leadership team to track the progress of children and ensure all children make good 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.
- Establish creative, responsive, and effective approaches to learning and teaching
- Regularly reflect on your own practice, set personal targets, and take responsibility for own development, seeking advice and support from other leaders
- Promote and maintain a culture of high expectations for self and others
- Keep up to date with current pedagogical thinking and engage in research led practice
- Develop effective relationships and communications which underpin a professional learning community that enables everyone in the school to achieve
- Create a culture and ethos of challenge and support where all pupils can achieve success
- Ensure every child has access to high quality teaching and learning across the curriculum

Name of Post holder	
Signature of Post Holder	
Date	
Signature of Headteacher	



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## Person Specification

	Essential	Desirable
<b>Qualifications, Knowledge and Experience</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	✓	
A sound knowledge of the National Curriculum	✓	
A sound knowledge and understanding of the Foundation Stage Curriculum		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Experience of improving teaching and learning beyond own practice	✓	
Familiarity with KS1 and KS2 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	✓	
<b>Professional Skills and Abilities</b>		
Digitally literate	✓	
Ability to effectively plan an appropriate sequence of learning	✓	
Ability to keep accurate records of pupil progress in line with school policy	✓	
Ability to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	

Understand the importance of building effective relationships	✓	
<b>Personal Qualities</b>		
A teacher with a flexible approach to work, who enjoys close collaboration with colleagues	✓	
Excellent communication skills	✓	
Ability to manage own workload 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 workplace in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
<b>Safeguarding Children</b>		
Committed to ensuring all pupils in our school are kept safe	✓	
Enhanced DBS check	✓	
<b>Equal Opportunities</b>		
Committed to ensuring that all members of our school community can achieve excellence	✓	