



# GREAT HORWOOD CHURCH OF ENGLAND SCHOOL



## Information for prospective candidates for the position of Class Teacher



### Our Vision

**"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing." John 15:5**

At Great Horwood Church of England School, the academic, emotional and spiritual well-being of the children and staff are at the heart of all that we do; where every child and adult is valued. We are a safe, welcoming school within the heart of the village community that aims to provide all individuals with the learning opportunities to flourish, be healthy, grow in resilience and realise their full potential; being fully equipped and prepared for a successful future.

Inspired by Christian faith and rooted in the teachings, values and spirituality of the Church of England we embrace our core values of love, perseverance and respect where everyone can learn to value themselves and others.

We are committed to setting high standards of achievement within a caring and nurturing learning environment. We aim to provide opportunities for children to develop a curiosity of learning, a thirst for knowledge through play, and an exploration of the world around them.

**Job Description for Class teacher at Great Horwood School**

**Name:**

**Academic Year 2025-2026**

**Job title class teacher:** Standard national scale in line with the current school teachers' pay and conditions document

**School:** Great Horwood Church of England School

**Line manager:** The headteacher and the governing body of the school

**Supervisory responsibility:** The post holder may be responsible for the supervision of the work of teaching assistants

### **Job Purpose:**

To be responsible for the education and welfare of a class or group of children within the above school as designated by the Headteacher and carry out other associated duties as are reasonably assigned by the Headteacher. The post holder will be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.

### **Principal Accountabilities:**

- To provide a high-quality learning experience for all children.
- To offer all learners an effective education in a stimulating environment, which provides equality of opportunity for all
- To deliver the National Curriculum as relevant to the age and ability group/subject, other relevant initiatives and the school's own schemes of work
- To work in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies. Reporting to these when necessary and attending relevant meetings
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To use PPA/ECT/Leadership non-contact time effectively for the above and below purposes

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012) and the ODBST Career Level Profile. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

### **Duties and responsibilities**

#### **1. Teaching and learning:**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

## **2. Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school by organising school events such as sports days, concerts, church services
- Support the school parent, teacher and friends' association by attending events, and communicating these to pupils
- Work with others on curriculum reviews and development alongside pupil development to secure co-ordinated outcomes
- Promote the safety and well-being of pupils including online safety
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Promoting equal opportunities within the school and seeking to ensure the implementation for the school's equality policies.

## **3. Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development, such as network meetings and subject leader training to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Lead professional development for colleagues as appropriate.

## **4. Communication**

- Communicate effectively with pupils, parents and carers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Ensure the school website class pages are updated regularly and promote the school through half termly SWAY newsletters, articles for Focus magazine and providing class items for social media such as Facebook

## **5. Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities

## 6. **Safeguarding**

- The teacher will be required to safeguard and promote the welfare of children and young people and follow trust policies and the staff code of conduct.

## 7. **Health and Safety**

- The law requires you to:
  - o take reasonable care of their own health and safety and that of others who may be affected by what they do at work
  - o co-operate with their employers on health and safety matters
  - o do their work in accordance with training and instructions
  - o inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken

Health and safety training relevant for your role will be provided, in the first instance this is via SMARTLOG. You are required to conduct this in a timely manner

### **Exercise of particular duties**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

### **Note**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

***To be read in conjunction with Teacher Standards and Career Level Profile***

Signed:

Date:

Personal Specification for Class Teacher

	Essential Criteria	Desirable Criteria
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Qualifications, Training and Experience	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree or equivalent qualification relevant to primary education</li> <li>• Proven experience of planning and delivering engaging, inclusive lessons in a primary school setting</li> <li>• Experience of teaching in KS2 or KS1</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of current and ongoing personal professional development.</li> <li>• Experience teaching mixed-age classes</li> <li>• Experience of involvement in extra-curricular activities or enrichment programmes</li> </ul>
Professional Knowledge and Understanding	<p><b>A sound understanding of:</b></p> <ul style="list-style-type: none"> <li>• How children learn.</li> <li>• What constitutes excellent classroom practice needed to promote high quality teaching and learning.</li> <li>• The educational needs of the whole range of pupils in KS1/2.</li> <li>• Approaches to planning, assessing, monitoring and evaluating the curriculum.</li> <li>• Provision for gifted and talented children and for those with special educational needs.</li> <li>• The importance of forming and maintaining appropriate relationships and personal boundaries with children</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the role and responsibilities of a curriculum subject leader.</li> <li>• Have an up-to-date knowledge of current teaching and wider curriculum developments.</li> </ul>
Teaching Skills	<ul style="list-style-type: none"> <li>• Ability to create a safe, stimulating, and nurturing learning environment</li> <li>• Excellent teaching skills with high expectations of self and pupils.</li> <li>• A reflective and creative practitioner.</li> <li>• Ability to use a range of teaching styles and strategies.</li> <li>• Ability to plan for and scaffold learning to meets the needs of all pupils</li> <li>• To ensure high levels of pupil learning and achievement.</li> <li>• Ability to motivate and enthuse all pupils so they make at least good progress.</li> <li>• Ability to ensure full inclusion of all pupils.</li> <li>• Excellent ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of making a significant impact and progress in children's learning.</li> <li>• Ability to positively influence the practice of others.</li> <li>• Evidence of teaching at a good+ level. (or evidence of the potential to do so)</li> <li>• Experience of using Bromcom, Smartlog, or CPOMS</li> <li>• Creative use of outdoor learning and local community resources</li> <li>• Skills in integrating digital technology into learning</li> </ul>
Communication and Team Working	<ul style="list-style-type: none"> <li>• Communicate effectively in speech and in writing when working with individuals.</li> <li>• Able to inspire trust and confidence amongst others.</li> <li>• Able to work effectively as a member of a small team</li> <li>• Be able to plan for and direct other staff members working with pupils in the classroom</li> </ul>	
Management and Organisation	<ul style="list-style-type: none"> <li>• Ability to prioritise and meet whole school deadlines.</li> <li>• Ability to plan and organise effectively to meet the needs of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in out-of-school activities.</li> <li>• Awareness of links between the school and local community.</li> </ul>
Professional Qualities	<ul style="list-style-type: none"> <li>• Have the confidence to act upon one's own initiative and to be proactive.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to think creatively and to be able to anticipate and solve problems.</li> </ul>

	<ul style="list-style-type: none"> <li>• Confidently and calmly deal with a range of situations employing diplomacy and confidentiality, when appropriate.</li> <li>• Recognise when to seek advice and support where necessary.</li> <li>• Commitment to equal opportunities for all pupils and staff.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• A commitment to putting children first.</li> <li>• A sense of humour and a flexible, “can-do” attitude</li> <li>• Enthusiastic, resilient and positive thinking.</li> <li>• Open-minded to change.</li> <li>• To be flexible and manage change effectively</li> <li>• Willingness to engage with village life and the wider school community</li> <li>• Hard-working and able to keep to deadlines.</li> </ul>	