



Name: **Vacancy**

Job Title: Class Teacher Key Stage 1/2

Grade: MPS/UPS

Reports To: School Leadership Team

Working Hours: Full Time

Purpose of Role:

To manage the learning and teaching of a class, with the collaboration of fellow professionals and support staff, through detailed planning, high quality teaching, the structured organisation of learning and the use of assessment to inform learning and teaching.

Values and Practice

- have high expectations of all children
- ensure that children experience an educational programme that is personalised to their particular needs, identified through a robust assessment system
- monitor the progress of children and taking appropriate action
- committed to the raising of educational achievement
- treat children with respect and consideration
- developing children as learners
- promoting positive values, attitudes and behaviours
- contribute to, and share in, the life of Thomas Hickman School
- support the contribution that other professionals make to learning
- evaluate the learning of children
- secure their knowledge and understanding of subject areas they are teaching
- employ a range of agreed school strategies to promote good behaviour and establish a purposeful learning environment

Planning, expectations and targets

- set challenging learning objectives with success criteria
- use learning objectives to plan sequences of lessons.
- select and prepare resources, with the help of support staff where appropriate
- actively participate in, and contribute towards, planning for the class and year group
- use agreed school planning system
- plan opportunities for children to learn in out of school contexts

Monitoring and Assessment

- Mark and monitor pupils' work in line with our school policy and expectations and set targets for progress.
- Assess, record and track pupils' progress systematically and keep records to check work is understood and completed to progress of children
- Identify pupils' strengths and weaknesses and ensure that these inform planning
- monitor and assess the progress of children as they are learning and giving immediate and constructive feedback
- identify and support children who are failing to achieve their potential
- produce reports as required for parents, carers and other professionals

Teaching and Classroom Management

- build successful relationships with children, centred on learning
- establish a purposeful learning environment
- interest and motivate children
- make learning objectives and success criteria clear to children
- engage the children as active participants in the curricular target setting process
- employ interactive teaching and collaborative group work
- promote active and independent learning
- differentiate teaching so as to meet the learning needs of the children
- account for the variance in interest, experience and achievement to help children make progress
- organise and manage learning time effectively
- establish a clear framework for classroom discipline
- use ICT effectively to encourage and support learning
- provide out of class work which consolidates and extends learning.

Other professional requirements

- Operate at all times within the stated policies and practices of the school.
- Have a working knowledge of teacher's professional duties.
- Lead a subject area; manage the subject, monitor teaching and learning, lead and develop the team, monitor planning and children's work and disseminate best practice.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policy and practices.
- Liaise effectively with parents and governors.
- Ensure the health and safety of the children within the class.
- Take on any additional responsibilities which might from time to time be determined.
- Promote the welfare of children and young persons s/he is responsible for or comes into contact with.

Other duties and activities may include

- To develop appropriate and differentiated schemes of work for all pupils:KS1 and KS2;
- To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff as appropriate;
- To participate in the school's monitoring and SEF processes,
- To prepare individual and group reports for the purposes of reporting to parents, governors and external agencies as necessary;
- Participate in staff meetings, parent meetings, and community events as part of the staff team.
- All staff are expected to foster the **BIRDS** vision to ensure all our learners thrive and learn, i.e. develop learners who are **BRAVE, INSPIRATIONAL, INDEPENDENT, RESPECTFUL, RESILIENT AND SCHOLARY**.

Relationships with pupils, parents/carers and the wider community

- Develop positive links with parents/carers, Governors, and the local community by supporting the school's approach to community involvement and cohesion, including participation in school life
- Encourage the involvement of parents/ carers in the education of their children and respond promptly to queries and concerns
- Uphold the school's links with the local community, pre-schools, local schools, LA and other external agencies

Performance Management and Professional Development

- Take shared responsibility for your own continuing professional development by participating in a range of professional development opportunities e.g. staff training, staff meetings, INSET days, LA and other external training
- Actively engage in the annual Performance Management review process in accordance with the school's policy and national guidance
- Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities

Conduct

- To act in a professional and confidential manner with all school information
- To work co-operatively with others and to show commitment to the school, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team
- To promote the image of the school in all contact with the local and wider community
- Set high expectations of conduct, whilst acting as a good role model for others
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To be fully aware of and adhere to all school, local authority and government policies

These duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate administrative duties within the context of the job, skills and grade.

This job description is current at the date shown but, following consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.

Signed:

Headteacher: _____

Name: _____

Date: _____

*Post
Holder:* _____

Name: _____

Date: _____

This document was last reviewed: September 2023

Class Teacher Person Specification

	Essential / Desirable
1. Knowledge and Experience	
Qualified Teacher status	E
Commitment to high standards of teaching & learning	E
Understanding of multicultural education to ensure that classroom organisation and practices do not discriminate	E
Knowledge of strategies which are necessary to promote purposeful learning and progress	E
An excellent teacher who has taught for at least 3 years within KS1/KS2.	D
2. Skills and abilities	
Ability to plan and prepare a programme of work for the delivery of the curriculum to children in a particular age range	E
Ability to assess the progress of individual pupils and maintain appropriate records of achievement	E
Understanding of effective classroom organisation and management	E
Ability to select appropriate resources to create a stimulating learning environment	E
Ability to motivate and inspire children regardless of age, gender, ethnicity or need	E
Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school	E
Ability to relate well to parents and encourage their participation in the education process	E
Ability to communicate effectively and confidently with others including parents, governors and other members of staff	E
Ability to begin to lead the co-ordination and development of a subject	E
An ability to use and exploit the potential of ICT in classroom teaching and learning and for professional purposes.	E
An interest for Outdoor Learning opportunities	D
3. Personal Qualities	
Have a clear philosophy of education	E
Be a committed team player always willing to ask for help and advice when needed	E
Excellent language, communication and excellent interpersonal skills	E
Have a commitment to the equality of opportunity and inclusion	E
Have an awareness of health and safety and safeguarding in schools	E
High expectations of themselves and their pupils	E
Have total commitment to encouraging pupils to do the very best that they can	E
Be well organised and able to work to deadlines	E
Be flexible and prepared to have a go	E
Be very energetic and enthusiastic with a good sense of humour	E
Have a breadth of experience or interest in community or other affairs relevant to children or young people	E
A willingness to contribute effectively to the ongoing success of school	E
Evidence of making a positive contribution to the wider life and ethos of the school	E

Thomas Hickman School is committed to safeguarding and promoting the well-being of all its pupils and expects all staff and volunteers to share in this commitment.