



Kingfisher  
Schools Trust  
Achieving Success Together

# Class Teacher-

## Southtown Primary School

*Opportunity, Community, Excellence*



## Job Description: Class Teacher



**Reports To:** Headteacher

**Direct reports:** None

**Grade:** MPS

### **Role Purpose:**

- To ensure that all children in the class make good progress and achieve their best.
- To engage with the children so that they find learning an enjoyable and challenging experience.
- To support the ethos, aims and policies of the school by being a good professional model in the classroom and in their relationships with colleagues, governors and parents.

### **Key Responsibilities:**

The following list details the specific duties and responsibilities of the Teacher role under the direction of the Headteacher and, where appropriate, other members of the Senior Leadership Team:

- To undertake the full responsibilities of a class teacher within national agreements and to the required standards, ensuring that every child has full access to the whole curriculum.
- Be familiar with the National Curriculum and any other subject areas included within the whole curriculum.
- To plan in accordance with school policy challenging, differentiated learning for all children in the class in order to maintain expected or better rate of progress for all children.
- To assess the children's learning regularly and consistently, maintain records and amend plans in response to assessments.
- To use a range of teaching strategies to meet the needs of the learner.
- To involve parents in their children's learning through newsletters, regular parent's meetings, Sharing Assemblies, reports and informal conversations.
- To maintain an interesting, interactive learning environment that supports the learning and encourages independence in the learner.
- To plan and oversee the work of any other adults working in the classroom i.e. teaching assistants and parental helpers.
- To make all plans, assessments and other information required, available to the Headteacher, subject leaders and SENCo by the specified date.
- To identify children needing extra support for any reason and discuss these children with the SENCo.
- Liaise with staff across the school in curriculum development, including long, medium and short-term planning, as required.
- Assist with whole school events and host any events involving the class.
- To take an active role in staff meetings and PD days.
- To ensure all pupils are safe by ensuring adherence to the specific requirements of the Safeguarding Policy and Whistleblowing Policy. To maintain their own Professional Development and keep abreast of current developments.
- Undertake the co-ordination of a specific curriculum subject development responsibility, as and when directed by the headteacher.

## **Other responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection.
- Adhere to the staff code of conduct / staff handbook.
- Undertake performance management, training and other professional development opportunities.
- The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive.
- The post holder will deal with changing and conflicting deadlines and frequent interruptions to work.
- The job holder will be expected to seek advice and escalate more complex issues to senior members of staff.
- The post holder will need to use discretion as to when to escalate.
- 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
- Undertake first aid as necessary

## **Safeguarding**

- Promote the safety and well-being of children in school through compliance with safeguarding policies and procedures
- Maintain high standards of professionalism in line with the Code of Conduct

*Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.*

## **All employees of Kingfisher Schools Trust will:**

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



## Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and Experience</u></p> <ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree or equivalent qualification</li><li>• Experience of working in a similar role or educational setting</li><li>• Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels.</li></ul>	
<p><u>Skills and Knowledge</u></p> <ul style="list-style-type: none"><li>• Knowledge of the National Curriculum</li><li>• Knowledge of effective teaching and learning strategies</li><li>• A good understanding of how children learn</li><li>• Ability to adapt teaching to meet pupils' needs</li><li>• Ability to build effective working relationships with pupils</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li><li>• Good ICT skills, particularly using ICT to support learning</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with pupils with SEN and/or disabilities</li></ul>
<p><u>Personal attributes</u></p> <ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the values, policies and practices of the Trust</li><li>• Set high expectations for children's attainment and progress</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Flexible, helpful nature</li></ul>	
<p><u>Professional Development:</u></p> <ul style="list-style-type: none"><li>• Commitment to personal professional development</li></ul>	