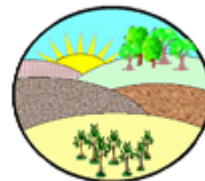


Hillside Primary School

Class Teacher Job Description



Job Purpose

The purpose of the job of Class Teacher is to:

- Maintain and contribute to the ethos of the school;
- Teach pupils in accordance with the curriculum
- Ensure that each pupil achieves his or her fullest potential
- Carry out the professional duties of a teacher in line with the Teaching Standards
- Accept reasonable additional responsibilities as assigned by the Head Teacher
- Take part in school events and extra-curricular activities

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress in line with school policies..
- To ensure effective use of support staff within the classroom, including parent helpers.
- To actively participate in staff meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Head Teacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

Competencies Required

In order to achieve a satisfactory level of performance in the job the job holder will be able to possess, or be working towards possession of, the following competencies

Values, attributes and abilities

- Commitment and enthusiasm about teaching as a profession and encouraging children to become learners
- Commitment to promoting pupils' achievements and raising their expectations of themselves and others, in collaboration with colleagues, parents and Governors
- Self evaluation of the quality of teaching effectiveness and the ability to set, and achieve, realistic targets for professional development
- Analytical ability in relation to situations and problems arising in class, with sound judgement and willingness to find practical solutions
- Ability to quickly form positive and helpful relationship with children and parents
- Ability to undertake the required volume of work meeting the quality standards expected
- Be active in your own learning

Curriculum content

- Sound knowledge of, and practical skills in, the relevant subjects forming the content of the curriculum appropriate to the age of the pupils
- Development of literacy and numeracy skills
- Influencing the personal and social education of the children in the school
- Planning and preparing coherent teaching programmes and lessons which ensure continuity and progression in the children's learning
- Knowledge of the learning process, curriculum issues and child development

Assessment (when required)

- An understanding of the principles of different kinds of pupil assessment against national standards
- Ability to monitor, assess, record and report on aptitudes, needs and progress of individual children
- Ability to provide constructive oral and written feedback on the children's progress
- Ability to use the results of assessments to evaluate and improve teaching and to improve the standards of attainment

Classroom Organisation and Management

- Ability to organise classes and lessons to ensure that all children are productively employed when working individually, in groups or as a class
- Maintenance of discipline and promotion of positive behaviour in the classroom
- Creation and maintenance of a stimulating, purposeful, orderly and safe learning environment

Communication and approaches to teaching and learning

- Clear communication skills using a variety of media
- Ability to motivate and sustain the interest of all the children
- Use of questions designed to stimulate thinking and elicit responses from pupils of all abilities
- Respond appropriately to cultural, gender, linguistic, religious and social differences and to disabilities amongst the children
- Work co-operatively with all stakeholders

Person Specification

Qualifications

- Degree or equivalent
- Teaching qualification/QTS
- Recent and relevant professional development / training

Knowledge

- Knowledge of primary curriculum, frameworks and other basic learning programmes/ strategies.
- Awareness of current curriculum issues and education developments
- Relevant legislation and guidance in relation to working with, and the protection of, children and young carers
- Understanding of school and education policies and codes of practice
- Understanding of child development and learning.

Abilities and Skills

- Ability to develop creative and innovate strategies for performance improvement
- Robust planning and delivery of relevant schemes of work to show what engage children and enable them to make excellent progress
- Ability to communicate and deal sensitively with people and children
- Genuine understanding of children and commitment to develop each as an individual
- The confidence to build a creative learning culture and to try new things
- Value diversity and the unique contribution that every individual can make to learning
- Able to prioritise and delegate, and implement tasks sensitively and flexibly
- Ability to relate well to and communicate well with children and adults.
- Appropriate knowledge of first aid.
- Effective use of ICT to support learning

Personal Qualities

- Work constructively as part of a team
- Committed to continuous learning for the entire school community
- Keen to develop and maintain good and open relationships with pupils, staff, parents, governors and the community
- Positive, optimistic attitude
- Open-minded; willingness to consider new ideas and learn
- Commitment to the schools' policies
- Assurance of total confidentiality and discretion.