



Class Teacher

(Fixed Term – Full Time)

Job Description and Person Specification

Job Title:	Class Teacher
Location:	Potton Primary School
Reports to:	Headteacher
Salary:	MPS/UPS
Hours:	Full Time
Contract term:	Fixed Term (until 31 st August 2027)

Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Main Responsibilities

Teaching

- Creates, in conjunction with others, an engaging physical environment for learning.
- Ensures that subject knowledge is thorough and plans lessons which engage and motivate pupils.
- Prepares and delivers good lessons.
- Provides timely, constructive feedback to pupils and maintains a marking dialogue.
- Keeps up to date, accurate and thorough records of assessment of children's work and uses this assessment to inform planning and teaching strategies.
- Uses performance data to analyse progress and identify under achievement of groups of children.
- Plans effectively for differentiation within the lesson structure and applies appropriate teaching strategies to meet the needs of individual children.
- Ensures that expectations are appropriately challenging for all groups of children.
- Uses school assessment systems to assist children in tracking their own progress and supports children in seeking challenge / help to ensure progress.

Whole school organisation, strategy, and development

- Establishes ground rules based on clear expectations of mutual respect.
- Ensures good behaviour and co-operation so that there is a mutually respectful, positive climate for learning.
- Upholds the school's behaviour code in all his / her dealings with children around the school.
- Develops a range of skills to ensure that students behave at their best at all times.
- Behaves at all times in accordance with the Code of Conduct.
- Is solicitous about children's well-being and proactive in seeking advice / support when concerns are identified, following the Child Protection & Safeguarding Policy.

Management of staff and resources

- Ensures good two-way communication with TAs and liaises closely with support staff to ensure that intervention / support is appropriate and effective.

Professional development and working with colleagues and other relevant professionals

- Works with other colleagues in school participating in coaching and mentoring.
- Works in partnership with support staff.
- Shows commitment to continuous professional learning.
- Makes full use of the school appraisal and CPD programme and opportunities that arise.

Communication

- Makes clear, accurate, courteous and well-informed communication with parents at both formal events and through informal contact throughout the year.
- Supports partnership working with parents, preparing thoroughly for open afternoons, and supporting parent learning / curriculum sessions.

Fulfil wider professional responsibilities

- Develops other activities that extend children's learning outside the classroom and their wider interests in the curriculum

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



Class Teacher

(Fixed Term – Full Time)

Job Description and Person Specification

		Essential/ Desirable
Qualifications, skills and experience	Appropriate degree qualification, Qualified Teacher Status, DfE number	E
	Recent and relevant attendance on training and/or professional development	D
	An understanding of current research into teaching and learning	E
	Effective interpersonal, communication and presentation skills; both written and oral; including IT skills	E
	Ability to manage time well and work under pressure to deadlines	E
Qualities and Knowledge	Ability to provide clear educational direction with a moral purpose and lead by example	E
	Ability to form and maintain appropriate professional relationships with children and young people	E
	Understanding of and strong commitment to safeguarding and child protection	E
	An understanding of the target setting process	E
	Successful experience of creating and maintaining effective partnerships with all stakeholders	E
	Knowledge of current statutory requirements and educational developments towards a world-class education	E
Pupils and Staff	Ability to motivate pupils in our school community	E
	Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning in the classroom	E
	Successful experience of monitoring, evaluating pupil outcomes and effective and active communication with parents	E
	Ability to offer extra-curricular activities	D
	Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success, reducing inequalities and promoting social inclusion	E
	Understanding of the role and impact of assessment in children's learning	E
Systems and process	Ability to work in partnership with colleagues and the governing body	E
	Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT	E
	Ability and commitment to implement the school moral purpose, acting as a positive role model for pupils	E
The self - improving school	Ability to communicate effectively orally and in writing with all stakeholders.	E
	Demonstrate a positive attitude to learning and a commitment to in-service training and personal development	E