



## James Watt Primary School

### Job description: Class teacher

**SALARY SCALE:** MPS/UPS - Part-time, permanent position

#### **1.0 JOB TITLE:** Class Teacher

#### **2.0 JOB PURPOSE:**

To promote the general progress and well-being of individual pupils and of any class, or group of pupils, assigned to the class teacher. To teach booster groups, team-teach, or cover for PPA/Leadership and Management time at the school, when required.

#### **3.0 DUTIES AND RESPONSIBILITIES**

##### **3.1 GENERAL**

- Planning and preparing work for pupils assigned to him/her.
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work carried out by those pupils (the number of lessons should not normally exceed that limit which has been agreed in the school).
- Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to him/her.
- Communicating and consulting, in accordance with LA guidelines and circulars, with the parents/carers of the pupils he/she is assigned to teach.
- Participating in meetings arranged for any of the purposes described above.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils, including their personal and social needs.
- Participating in any arrangements made in accordance with the statutory regulations for the appraisal of his/her performance in meeting Teacher Standards.
- Reviewing from time to time his/her methods of teaching and programme of work.
- Participating in arrangements for his/her further training and professional development as a teacher as appropriate, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
- Taking all reasonable steps to maintain good order and discipline among pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Participating as appropriate in meetings at the school which relate to the curriculum, administration or organisation of the school.
- Participating in arrangements, as appropriate, for preparing pupils for public examinations, in assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations/tests.

- m. Subject to the provisions of the School Teachers' Pay and Conditions Document, the associated statutory guidance and the school's arrangements for cover, supervising, and, so far as practicable, teaching any pupils whose teacher is not available to teach them.
- n. Attending assemblies (unless a dispensation has been granted); registering the attendance of pupils; and supervising pupils in accordance with school policy, whether these duties are to be performed before, during, or after school sessions.

### **3.2 SPECIFIC**

- To ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the Head Teacher or his/her delegate.
- To deal with other returns and requests for information about children in the form as required.
- To contribute and assist as required keeping up to date the pupil records for each pupil in the form.
- To contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- To implement school policy on personal appearance, uniform, and behaviour of pupils.
- To help pupils with individual guidance as necessary.
- To attend assembly with the class, unless a dispensation has been granted.
- To cover teacher absences in an emergency.
- To team teach with other teachers and to teach booster groups.
- To adhere to the ethos of the school:
  - to promote the agreed vision and aims of the school;
  - to set an example of personal integrity and professionalism
  - to attend appropriate staff meetings and parents' evenings.

To undertake any other duties, as commensurate within the grade, in order to ensure the smooth running of the school.

### **4.0 LINE MANAGEMENT - RESPONSIBILITY TO AND FOR:**

**4.1 Responsible to the phase leader.**

**4.2 Responsible for the supervision of persons providing support in the classroom.**

### **5.0 CONDITIONS OF EMPLOYMENT**

As per contract.

### **6.0 SPECIFIC CONDITIONS**

**6.1 Coordinate a subject (or other) area/s.**

### **7.0 REVIEW AND AMENDMENT**

*James Watt Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

*All staff members are expected to be committed to the City Council's Equal Opportunity policy.*

**Person Specification James Watt Primary School**

**Post Title:** Class Teacher

	<b>Essential</b>	<b>Desirable</b>	<b>How to be Assessed</b>
<b>Qualifications</b>			AF, C
Educated to degree level			
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS			
<b>Experience</b>			AF, I
Will have had some experience of teaching in a multicultural inner city environment through trainee placements			
<b>Professional Knowledge and Understanding</b>			AF, O, I
Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages			
A sound knowledge and understanding of the Foundation Stage Curriculum			
An understanding of the Primary National Curriculum			
An understanding of curriculum and pedagogical issues relating to learning and teaching,			
Familiarity with KS1 and 2 Standardised Attainment Tests			
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> <li>Participation and implementation of the School Behaviour Policy</li> <li>Awareness of Health and Safety implementation in the work place</li> <li>Implementation of the school Equal Opportunities Policy</li> </ul>			
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN			
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN			
<b>Professional Skills and Abilities</b>			AF, I

A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching			
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks			
Must be able to keep records of pupil progress in line with school policy			
Must be able to use assessments of pupils learning to inform future planning			
Ability to plan and work collaboratively with colleagues			
<b>Personal Qualities</b>			AF, O, I
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children			
A teacher with a flexible approach to work who enjoys being a good team member			
Must have good communication skills both orally and in writing			
Must be able to manage own work load effectively			
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships			
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit			
To practice equal opportunities in all aspects of the role and around the work place in line with policy			
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post			

**Key:** AF- application form; T – task; O – observation, I- Interview; C - Certificate