

## Job description: Class Teacher

<b>Location</b>	Reading
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Full time and part time considered
<b>Pay range</b>	MPS/UPS (ECTs welcome)
<b>Reporting to</b>	Headteacher and SLT

### Job purpose

To teach the pupils in your care in line with the professional standards for teachers.

A class teacher has specific responsibility for the teaching and welfare of children within the school. The post requires the post holder to raise the standard of teaching and learning in the school and follow professional duties, as well as other appropriate duties outlined in the School Teachers' Pay and Conditions Document.

### Main duties and responsibilities

#### Teaching

- Plan and prepare challenging and well-organised lessons and sequences of lessons according to the school's defined curriculum, and planning within the year group team
- Differentiate work for pupils and provide for individuals within the group/class including provision for the most and least able, taking account of prior learning and attainment
- Assess, record and report on development, progress and attainment of children
- Use effective skills in classroom organisation and management, creating a stimulating learning environment for pupils
- Identify and provide opportunities for learners to develop literacy, Numeracy, ICT, thinking and learning skills appropriate to phase and context
- Plan and deliver effective personalised provision including for EAL learners and children who have special educational needs or disabilities and taking account of diversity and promoting equality and inclusion in teaching.
- Review the impact of the feedback provided to learners and guide them on how to improve their attainment and make good progress
- Plan, set and assess homework and other out of class assignments to sustain learners' progress and to extend and consolidate their learning
- Manage and deploy support staff effectively within the class to maximise learning opportunities for all

### **Relationships with children and young people**

- Have high expectations of children and a commitment to ensure they can achieve their full educational potential and to establish fair, respectful, trusting, supportive and constructive relationships with them
- To hold positive values, attitudes and adopt high standards of behaviour
- Promote the general progress and well-being of individual children and of any assigned class, developing their interests and helping them to become independent learners
- Provide guidance and advice to children on educational and social matters and refer children and parents to other appropriate sources of information and guidance where appropriate

### **Other Activities**

- Make records and reports on the personal and social needs of children
- Communicate and co-operate with external agencies (where appropriate)
- Participate in meetings arranged for any of the purposes described above
- Have secure knowledge and understanding of the curriculum and co-ordinate/lead in an area; contributing to cross-curricular learning, recent developments and related pedagogy (separate from any TLR/UPS responsibilities)
- Support the aims and ethos of the school and be committed to school policies and procedures
- Communicate and consult with parents

### **Assessments and Reports**

- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Set and achieve specific goals for individual children and targets for class/group/set using previous attainment profiles and future expectations
- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners
- Use assessment as part of teaching to diagnose learners needs, set realistic and challenging targets for improvement and plan for future teaching

### **Review, Induction, Appraisal, Further Training and Development**

- Review regularly methods of teaching and schemes of work
- Review the effectiveness of teaching and its impact on learners' progress, attainment and well-being, refining approaches where relevant
- Evaluate own performance and be committed to improving practice through appropriate professional development
- Have a creative and constructively critical approach towards innovation; be prepared to adapt practice where benefits and improvements are identified
- Act upon advice and feedback and be open to coaching and mentoring
- Participate in arrangements for performance management in accordance with the school policy

## **Health and Safety, and Behaviour Management**

- Maintain high standards of behaviour and safeguarding children's safety when they are in school and engaged in educational school activities elsewhere
- Manage learner's behaviour constructively by establishing and maintaining a clear and positive framework for discipline in line with the school's behaviour policy
- Promote learners' self-control, independence and co-operation through developing their social, emotional and behavioural skills
- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children
- Know the school's and Local Authority procedures concerning the safeguarding of children
- Know how to identify potential child abuse or neglect and follow safeguarding procedures
- Know how to identify and support children whose progress or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support

## **Staff Meetings**

- Participate in meetings at the school which relate to teaching and learning or administration and organisation of the school

## **Administration**

- Participate in administrative and organisational tasks, in line with the workforce agreement, including the direct supervision of classroom assistants and other adults helping in the class
- Attend assemblies and deliver, where necessary, assemblies in accordance with school's arrangements and register attendance

## **Other Duties and Responsibilities**

- This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

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## Person specification: Class Teacher

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
QTS status, Degree/PGCE or equivalent qualifications, (ECT support available)	✓	
Evidence of other qualifications		✓

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Evidence of teaching in primary education Evidence of effective use of data and assessment procedures	✓	
Can use ICT effectively to support learning		✓
Recent and relevant INSET/CPD attendance Experience of working with outside agencies e.g. LA, Educational Psychologist Experience of promoting, monitoring and evaluating the quality of teaching and learning		✓

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to converse at ease with members of the public and provide advice and information in accurate written and spoken English.	✓	
Able to form and maintain excellent relationships at all levels	✓	
Ability to relate well to children and adults	✓	
Committed to working with parents to promote educational and social development of children	✓	
Committed to working with children in a manner that best ensures an excellent learning relationship	✓	

Committed to upholding confidentiality at all times	✓	
Energy, resilience, self-motivation and sense of humour	✓	
Be prepared to add to the life of the whole school and be willing to contribute to the range of extra- curricular activities and school events.	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	