

Job Description and Person Specification



Job details			
Job title	Class Teacher		
School	Nelson Infant School		
Location	Northumberland Street, Norwich, NR2 4EH		
Hours per week	32.5	Weeks per annum Permanent/ Fixed Term/ Temporary	39 weeks (term time +1) Permanent
Grade	M3 – UPS		
Responsible to	The Headteacher		
Responsible for	n/a		
Effective date	13.04.26	Job Family	Teaching

Purpose of the Role

As an experienced class teacher, you will create a positive, inclusive learning environment where children are inspired, challenged, and supported to reach their full potential. The purpose of this role is to provide high-quality teaching and learning that supports the achievement, progress, and well-being of all pupils. You will have experience in teaching in the Early Years and in Key Stage One with a secure understanding of both the National Curriculum and Early Years Framework.

You will take responsibility for the learning and development of pupils in your care, working closely with colleagues, parents/carers, and external partners to meet individual needs. You will demonstrate professionalism in your teaching practice, uphold the highest standards of behaviour and conduct, and contribute to a strong team ethos within the school.

In line with the Teachers' Standards and the School Teachers' Pay and Conditions Document, you will carry out your duties within the appropriate statutory frameworks, with a strong commitment to safeguarding, equality, and promoting the welfare of all children.

Job Description – main duties and responsibilities

Please note that these are the overall responsibilities and accountabilities but the implementation of some of these tasks may be taken by other team members in some schools.

Teaching, learning and assessment

- Plan and teach well-structured lessons to assigned classes, following the school's curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate strong subject and curriculum knowledge

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<ul style="list-style-type: none">• Participate in arrangements for preparing pupils for external tests• Fully support the inclusion of all pupils through SEND support plans (or equivalent) working closely with external agencies and specialists within school where appropriate.
Behaviour and safety
<ul style="list-style-type: none">• Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly in line with school policy• Manage classes effectively, using approaches which are appropriate to pupils' needs to inspire, motivate and challenge pupils• Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary• Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils• Have high expectations of behaviour, promoting self-control and independence of all learners.• Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
Team working and collaboration
<ul style="list-style-type: none">• Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them• Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil• Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school• Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document• Work collaboratively with others to develop effective professional relationships• Communicate effectively with parents/carers regarding pupils' achievements and well-being using school systems/processes as appropriate• Communicate and co-operate with relevant external bodies• Make a positive contribution to the wider life and ethos of the school
Administration
<ul style="list-style-type: none">• Register the attendance of and supervise learners, before, during or after school sessions as appropriate• Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document
Safeguarding and health & safety
<ul style="list-style-type: none">• Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our Trust's child protection policy• Act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion• Look after children who are upset or have had accidents in a safe and appropriate way• Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors
Professional development
<ul style="list-style-type: none">• Keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

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<ul style="list-style-type: none"> • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school • Take part in the school's appraisal procedures
Professional development
<ul style="list-style-type: none"> • Follow all Trust and School policies, including the staff code of conduct • Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school • Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality • Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Person Specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Qualified teacher status • Experience of teaching across EYFS and KS1 • Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning • Ability to identify own learning needs and to support others in identifying their learning needs 	<ul style="list-style-type: none"> • Primary teaching experience • Subject Leadership (foundation or core) • Full up-to-date training in Read Write Inc phonics programme
Experience	
<ul style="list-style-type: none"> • Experience of teaching in EYFS and KS1 Evidence of recent and ongoing professional development 	<ul style="list-style-type: none"> • Experience in more than one school
Skills/knowledge	
<ul style="list-style-type: none"> • An excellent knowledge and understanding of the National Curriculum and Early Years Framework • The ability to plan creative and interesting learning opportunities for pupils • Ability to use assessment strategies, identify next steps in learning and deliver lessons which meet the needs of all pupils, including the more able and those with SEND • Proven successful behaviour management strategies • The ability to develop positive working relationships with pupils • A commitment to further training to improve teaching and learning and personal skills • The ability to work positively as an effective member of a team with a range of colleagues • High levels of emotional intelligence • Good literacy and communication skills 	<ul style="list-style-type: none"> • Skills and/or experiences that would contribute to the school's extended school opportunities
Personal Qualities	

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<ul style="list-style-type: none"> • Warm, approachable and empathetic, with a genuine commitment to pupil wellbeing. • Flexible and adaptable, responding positively to change and new challenges • Reflective and self-aware, committed to ongoing professional growth • Committed to safeguarding, promoting a culture of safety, vigilance and care • Sensitivity and understanding, to help build good relationships with all stakeholders • Commitment to getting the best outcomes for all pupils • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil’s wellbeing and equality • Resilient and calm under pressure, able to manage competing demands • Organised and reliable, able to prioritise effectively and meet deadlines • Passionate about inclusion, ensuring all children feel seen, valued and supported 	
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General information	
<ul style="list-style-type: none"> • This job description details the main outcomes required and will only be updated to reflect major changes that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder • Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required. • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • All work performed/duties undertaken must be carried out in accordance with relevant, Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list. 	

Signed: Job Holder		Signed Manager:	
Print Name:		Print Name:	
Date:		Date:	