



## Surrey Hills All Saints Primary School

an academy in The Good Shepherd Trust

Headteacher: Miss Kelly Frost

School Lane, Westcott, Dorking, RH4 3QF, Tel: 01306 881136, email: [westcott@surreyhills.surrey.sch.uk](mailto:westcott@surreyhills.surrey.sch.uk)

[www.surreyhillsprimaryschool.org.uk](http://www.surreyhillsprimaryschool.org.uk)

### **KS2 Class Teacher - Job Description & Person Specification**

**SCHOOL:** Surrey Hills All Saints Primary School

**TITLE:** KS2 Class Teacher

**JOB PURPOSE:** To undertake the role of a Class Teacher in line with the Teacher's Standards;  
To take on additional curriculum responsibilities (to be negotiated) as directed by the Head Teacher and the Local Governing Committee.

#### **KEY ACCOUNTABILITIES**

**A. STRATEGIC DEVELOPMENT**

To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.

**B. TEACHING AND LEARNING**

To secure and sustain effective teaching of the relevant subject for individuals, groups and classes. Develop the quality of teaching, assess the standards of pupils' achievements and set targets for improvement.

**C. LEADING AND MANAGING STAFF**

To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues.

**D. EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES**

To develop, monitor and control resources within the teaching area.

**ACCOUNTABLE TO:** Head Teacher, Local Governing Committee, Parents/Carers

**ACCOUNTABLE FOR:** Teaching Assistant/HLTA and pastoral and academic support of children



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### **CLASS TEACHER**

The Key Tasks are listed under each accountability heading. The same Key Accountability headings have been used as they appear in the National Standards for Head teachers and Subject Leaders.

#### **A. Strategic Direction and Development**

To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.

##### **Key Tasks**

A1 To have an up-to-date knowledge of the Primary Frameworks in English and Mathematics and the National Curriculum;

A2 To plan and assess pupil's learning using knowledge of school policies, schemes of work and National Curriculum requirements for the relevant curriculum areas;

A2 To take responsibility for implementing school policies and practices, including those relating to Equal Opportunities, health and safety and child protection.

#### **B. Teaching and Learning**

To secure and sustain effective teaching of the relevant subjects for individuals, groups and classes. Develop the quality of teaching, assess the standards of pupil's achievements and set targets for improvement.

##### **Key Tasks**

B1 use school policy and National Curriculum requirements to set clear targets for improvement of pupils' achievement and monitor pupils' progress towards those targets.

B2 use appropriate teaching and learning strategies to communicate clear learning objectives and expectations including, where appropriate in relation to: literacy, numeracy and other school targets.

B3 recognise the level that a pupil is achieving and make accurate assessments, independently, against attainment targets, where applicable, and performance levels associated with other tests or qualifications relevant to the subject(s) or phase(s) taught;

B4 plan effectively to ensure that pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are: underachieving, very able, not yet fluent in English; making use of relevant information and specialist help where available;



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B5 plan effectively, where applicable, to meet the needs of pupils with Special Educational Needs and, in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review of Class Provision Maps, SEND Support Plans and Educational Health Care Plans;

B6 take appropriate account of ethnic and cultural diversity to enrich the curriculum and raise achievement

B7 To set a good example to the pupils you teach through your presentation and your personal conduct.

### **C. Managing and Working with People**

To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues.

#### **Key Tasks**

C1 secure a good standard of pupil behaviour in the classroom through establishing appropriate rules and high expectations of discipline which pupils respect, acting to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school;

C2 where applicable, deploy other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning;

C3 work as a member of a team, planning co-operatively, sharing information, ideas and expertise;

C4 liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress

C5 take responsibility for own professional development, setting objectives for improvements, and take action to keep up-to-date with research and developments in pedagogy and in the subject(s) taught.



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### **D. Deployment of staff and resources**

To develop, monitor, and control resources within the teaching area.

#### **Key Tasks**

D1 organise and maintain a stimulating working environment appropriate for a range of activities;

D2 teach pupils to take responsibility for resources and the environment;

D3 ensure that resources are organised and readily available to promote a purposeful environment for teaching and learning to take place.

### **E. Wider Professional Effectiveness**

E1 To take responsibility for your own professional development including Performance Management procedures.

E2 To attend INSET training, in and out of school, as directed by the Head Teacher

E3 To manage the coordination of a non-core curriculum area (not applicable to ECTs)

E4 To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils

E5 To manage support staff and other adults effectively, involving them where appropriate in the planning and management of pupils' learning and to be responsible for appraising non-teaching staff

E6 To share responsibility for the welfare, discipline and safety of all the pupils in the school, whether on site or engaged in authorised school activities elsewhere

E7 To attend regular staff meetings in line with the school procedures and to carry out duties which form part of the school's daily organisation

E8 To show a commitment to the wider life of the school



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### Person Specification

**School:** Surrey Hills Primary School

**Job Title:** KS2 Class Teacher

**Salary Scale:** Teacher Main Pay Scale

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"><li>• Primary teaching experience</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Educated to degree level</li></ul>	
<b>Professional Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"><li>• Understanding of the expectations in the revised Ofsted framework regarding effective learning and teaching</li><li>• A sound knowledge and understanding of the National Curriculum</li><li>• Understanding of curriculum &amp; pedagogical approaches to learning and teaching</li><li>• Understanding of the interrelated developmental, learning and cultural needs of children and the implications for practice.</li></ul>	
<b>Professional skills &amp; attributes</b>	<ul style="list-style-type: none"><li>• A good classroom practitioner who is willing and able to teach any KS2 class</li><li>• Good ICT knowledge and skills to enhance teaching and learning.</li><li>• Able to observe and interpret children's behaviour, identify learning needs and deploy a range of teaching strategies to ensure progress</li><li>• Able to plan, organise and resource a stimulating learning environment</li><li>• Able to keep accurate records of pupil progress, in line with school policy.</li><li>• Able to use assessments of pupil's learning inform future planning</li><li>• Able to work collaboratively with colleagues.</li></ul>	<ul style="list-style-type: none"><li>• Has a passion for outdoor learning</li></ul>



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<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to engage in further professional development opportunities</li><li>• Willingness to engage with parents to encourage their involvement in their child's education</li><li>• Good communication skills – both oral and written, including electronic.</li><li>• Able to manage own workload effectively</li><li>• Strong interpersonal skills including a commitment to relational practice.</li></ul>	
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>• Commitment to equal opportunities and multi-cultural education, and to safeguarding the welfare of children</li><li>• Proven suitability to be able to work with children; this post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding children.</li><li>• Willingness to work in a Church of England School and uphold the Christian ethos and school values</li></ul>	