



Inspiring Futures  
Through Learning



**Job Title:**

**Class Teacher**

**Responsible to:**

Phase Leader

**Purpose of the job:**

To carry out professional duties and to have responsibility for an assigned class.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

**Key Responsibilities**

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons, schemes of work appropriate to the needs, interests, experience and existing knowledge of the pupil's in one's class.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.

- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when and where appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To evaluate and review one's own teaching methods, materials and schemes of work and to make changes as appropriate.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to discuss problems or difficulties.
- To support the leadership team in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

#### Person Specification

<b>Qualifications and Experience</b>	Qualified teacher status
<b>Knowledge</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.</li> <li>• A thorough understanding of the national curriculum and a range of assessment requirements and arrangements.</li> <li>• Know how to use local, national and statistics to evaluate the effectiveness of teaching.</li> <li>• Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion.</li> <li>• Experience of teaching children with a range of SEND, including children with SEMH needs and implementing strategies to ensure their success in the learning.</li> <li>• Experience of planning units of work with a clear progression of content and skills which are appropriate to the needs of the children</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience using an assessment framework to formatively and summatively assess children's progress and plan for their next steps</li> <li>• Knowledge of computer software relevant to the curriculum</li> <li>• Knowledge and understanding of the potential of computer technology to enhance the curriculum.</li> <li>• Know the legal requirements, national policy and guidance on the safeguarding of children.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A reflective practitioner who is able to successfully identify their own areas of strength and development with a view to improving children's outcomes</li> <li>• Have high expectations of themselves, children and other staff members; appropriately challenging these when needed</li> <li>• Maintains fair, respectful, supportive and trusting relationships with other members of staff</li> <li>• A commitment to keeping the wellbeing of staff and children at the center of their practice</li> <li>• Create an environment which enables the personal, social and emotional development needs of the child to be met, in order to optimise learning potential</li> </ul>
<b>The Whitehouse Way – this is how we do it here!</b>	<ul style="list-style-type: none"> <li>• Show energy, enthusiasm and passion for what you do</li> <li>• Model the highest quality in all that you do and hold others to the same standard</li> <li>• Willing to champion new ideas and show an ability to think creatively and 'outside of the box'</li> <li>• Show a willingness to embrace different ideas and ways of thinking to improve Whitehouse Primary</li> <li>• Ability to self-reflect on yourself personally, your performance, and to think about how this could be improved further</li> <li>• Have integrity and honesty in all that you do</li> <li>• Stand firm and stay true to our values and vision</li> <li>• Be generous with sharing your knowledge to help to develop others. Be aware of other people's needs and show the ability to offer genuine support.</li> </ul>

### **Confidentiality**

All employees are required to work in a confidential manner in all aspects of their work.

### **Safeguarding Children**

Whitehouse Primary School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the DBS.