



A dedicated community working together, nurturing a safe, happy school, where all children can achieve their potential

CLASS TEACHER JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Main Purpose of Job and Principal Accountabilities: see below

(1) Liaison and Co-operation

The teacher will work in liaison, contact and co-operation with :

- other members of staff
- members of Local Authority support and advisory services
- organisations and networks relevant to the teacher's specialism or subject
- parents, governors and the local community

(2) Policy and Legal Framework

The teacher will work within the framework of:

- all national legislation
- school policies and guidelines on the curriculum and school organisation
- Local Authority policies, in particular those relating to curricular aims and principles, and to race and gender equality

(3) Tasks and Duties

The Pay and Conditions Act 1991 lists the duties to be included in all Job Descriptions for teachers in the current School Teachers' Pay and Conditions document.. The following statement is intended to incorporate all the duties itemised in Schedule 3 of the Act, and any subsequent statutory instruments made under the Act. The tasks and duties listed in section 3 (i-xii) below are required for all teachers. These may be reviewed at least once a year, usually in the Summer Term.

(i) Planning

To plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of all the pupils in your class Differentiated work for individuals and groups, including SEN pupils, is essential.

(ii) Setting and supervising work by pupils

To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere.



(iii) Marking and recording

To mark and assess pupils' work and to record their development, progress and attainment, both at school and elsewhere.

(iv) Discipline and relationships

To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.

(v) Communication with parents

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 problems or difficulties.

(vi) The Classroom

To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.

(vii) Overall policy and review

To take part in whole-school reviews of policy and aims, and in the revision formulation of guidelines.

(viii) Reports

To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.

(ix) Review

To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.

(x) Professional development

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the Head teacher.

(xi) Corporate life

To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.

(xii) Equality policies

To help ensure that subject-matter and learning resources reflect national, Local Authority and school policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties listed in (i) - (xii) above.

PERSON SPECIFICATION

- Must have QTS and have passed the TDA Skills Tests
- Demonstrate the ability to enable all children in the class to learn through consistently planning and implementing lessons that are good or outstanding



- Demonstrate a commitment to ensure that all pupils in the class make good progress and set appropriate targets
- Demonstrate a commitment to working as part of a class and whole school team and be willing to take responsibility for subject areas and leadership roles as they arise
- Have a commitment to supporting the ethos of the school and to following the school policies
- Have a good knowledge of the Health and Safety requirements for the Primary School.
- Demonstrate an understanding of and commitment to providing equality of opportunity for all children
- Be willing to undertake appropriate CPD to enhance good practice and to impact on pupil progress
- Consistently demonstrate a positive attitude
- Demonstrate a good standard of written and oral communication
- Ability to use imagination and initiative to provide stimulating and exciting learning experiences for all children in the class

