



## Job Description: Class Teacher

**Salary:** Qualified Teacher Scale

**Responsible to:**

**Staff Member:**

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### Employment details

Job title:	Class Teacher
Reports to (job title):	Headteacher
Hours of work:	Full time
Location:	Trimley St Martin Primary School
Level and scale point:	Main Scale 1 – 6 in line with current Whole School Pay Policy and <i>Teachers' Pay and Conditions Document</i>
Supervisory Responsibility	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

<b>Main duties/responsibilities</b>	
<b>General</b>	
Undertake all the duties of a qualified teacher as described in the School Teachers' Pay and Conditions Document (STPCD).	
Meet the expectations of a qualified teacher as set out in the Teachers' Standards	
<b>Job Purpose</b>	
Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.	
Be responsible and accountable for achieving the highest possible standards in work and conduct.	
Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.	
Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.	
Take responsibility for promoting and safeguarding the welfare of children and young people within the school.	
<b>Teaching and curriculum</b>	
Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.	
Be responsible for the planning, preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.	

Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
Be aware of pupils' capabilities, their prior knowledge and adapt teaching to respond to the strengths and needs of pupils appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
Have a clear understanding of the needs of <b>all</b> pupils, including those with special educational needs, disabilities and English as an Additional Language.
Demonstrate good subject and curriculum knowledge.
Develop teaching materials and use resources and equipment effectively.
Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
<b>Behaviour and Health and safety</b>
Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities, raising any concerns following school protocol/procedures.
Actively seek out and implement best practice safety procedures.
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.
Manage classes effectively, using approaches which are appropriate to pupils' needs in order 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 <i>School Teachers' Pay Policy</i> .

<b>Record keeping</b>
Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
Monitor and assess pupils' results and progress, ensuring appropriate records are kept, and use the data to inform targets, lesson plans and differentiated schemes of work.
Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
Participate in arrangements for examinations and assessments within the remit of the <i>School Teachers' Pay Policy</i> .
<b>Professional development</b>
Undertake appropriate and agreed continued professional development.
Participate in whole school and individual INSET programs as required.
Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.

Where appropriate, take part in the appraisal and professional development of others.
<b>Team working and collaboration</b>
Participate in any relevant meetings/professional development opportunities, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
To work in collaboration with others to develop effective professional relationships with partner schools and the local authority.
Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers.
To Cover for absent colleagues within the remit of the current <i>School Teachers' Pay and Conditions</i> document.
Deploy support staff effectively as appropriate.
Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate.
To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
Communicate and co-operate with relevant external bodies.
Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
Make a positive contribution to the wider life and ethos of the school
<b>Personal and Professional Conduct</b>
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.
<b>Administration</b>
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 <i>School Teachers' Pay Policy</i> .

**Note:**

Notwithstanding the details in this job description, in accordance with the flexibility policy, the job holder will undertake such duties, across the school as maybe determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job.

**Signatures – Headteacher and job holder**

<b>Head teacher:</b>	Date:
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<b>Postholder:</b>	Date:
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**Person Specification: Primary Class Teacher**

Criteria	Qualities	
	Essential	Desirable
<b>Qualifications and experience</b>	<p>Qualified teacher status</p> <p>Degree</p> <p>Successful primary teaching experience (including school placements for ECTs)</p>	<p>Good honours degree (2:1 or 1st)</p> <p>Other relevant postgraduate qualification(s)</p>
<b>Skills and knowledge</b>	<p>Knowledge of the National Curriculum</p> <p>Knowledge of effective teaching and learning strategies.</p> <p>A good understanding of how children learn</p> <p>Ability to adapt teaching to meet pupils' needs.</p> <p>Ability to build effective working relationships with pupils.</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of effective behaviour management strategies</p> <p>Good IT skills, particularly using IT to support learning</p>	<p>Experience of working with children with SEN and disabilities.</p> <p>Expertise in a National Curriculum subject</p> <p>Experience of managing children with challenging behaviours.</p> <p>Expertise in online learning approaches</p> <p>Experience of working with parent and carers</p> <p>Experience of supporting children's mental health</p>
<b>Personal qualities</b>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and Trust.</p> <p>High expectations for children's attainment and progress</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality</p>	