



Class Teacher Job Description

1. INTRODUCTION

1.1 **NAME OF POSTHOLDER:**

1.2 **JOB TITLE:** Class Teacher

1.3 **JOB PURPOSE:** Under the reasonable direction of the Executive Headteacher carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

1.4 **Line Management:** Reporting to – Key Stage Lead/Head of School

1.5 **Liaising With:** Executive Headteacher senior leadership team, teachers, support staff, parents/carers Governors, LA representatives, external agencies.

1.6 **Salary Scale:** Main Scale Pay

1.7 **Working Time:** Full time as specified within the School Teachers' Pay and Conditions Document

1.8 **DBS Disclosure Level:** Enhanced

2. SCHOOL ETHOS

2.1 Work with the Executive Headteacher and colleagues in creating, inspiring and embodying the ethos and culture of the school, securing its Values and Vision Statement of

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with all members of the Federation community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.

- 2.2 Attend, take part in and lead acts of collective worship in accordance with school policy.
- 2.3 Provide Religious Education in accordance with the agreed syllabus.
- 2.4 Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and wellbeing.
- 2.5 Promote the school and celebrate its success at every opportunity.
- 2.6 Take part in Federation schools' activities as necessary.
- 2.7 Be willing to enhance children's life at school with out of hours activities.
- 2.8 Be proactively responsible for the health and safety of all at Shevington Vale.

3. CURRICULUM PLANNING AND PROVISION

- 3.1 Help develop and maintain a curriculum in line with the National Curriculum or EYFS Curriculum and school policy to meet the needs of individual children within your class.
- 3.2 Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum with particular attention to the Graduated Approach for pupils with SEND.
- 3.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.4 Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or area(s) of pupil and/or staff development.
- 3.5 Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.
- 3.6 Support moderation procedures across school, Federation and Local Authority
- 3.7 Plan and deliver lessons using ICT to enhance outcomes.
- 3.8 Support and make use of the school's on-line assessment system to enhance teaching and learning.
- 3.9 In the case of EYFS, staff to follow the Local Authority's policy on entering data requirements in line with the EYFS profile.

4. TEACHING AND LEARNING

- 4.1 Produce excellent, coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent

learners following the procedures as developed and agreed by staff at Millbrook such as the continuums and knowledge organisers.

- 4.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning- in the case of EYFS excellent continual provision.
- 4.3 Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 4.4 Develop, maintain and use resources appropriate to chosen learning objectives supporting the Graduated Approach for children with SEND needs.
- 4.5 Ensure the effective deployment of teaching assistant support in the classroom.
- 4.6 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 4.7 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 4.8 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 4.9 Set pupil targets, assess progress and maintain records in accordance with school policy and procedures making use of the school's on-line system.

5. PASTORAL CARE

- 5.1 Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- 5.2 Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 5.3 Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- 5.4 Ensure a class code of conduct/ behaviour plan is implemented following appropriate consultation with pupils and relevant staff in line with the Behaviour for learning Policy at Millbrook.
- 5.5 Maintain a system of rewards and sanctions which is understood and appreciated by pupils, parents and carers.

6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING

- 6.1 Report appropriately to parents/carers on the needs and progress of their children.
- 6.2 Encourage the involvement of parents/carers in the education of their children and respond promptly to queries and concerns.
- 6.3 Support the work of the Friends of the School, Nursery Provision and any before and after school care.

- 6.4 Uphold the school's well-established links with the local community and cluster of schools, the LA and other external agencies.
- 6.5 To work with the SENCO as necessary to support the Graduated Approach.

7. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT

- 7.1 Engage actively with the annual performance management review process, in accordance with the school's policy.
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3 Ensure colleagues receive information and feedback on professional development activities undertaken.

8. SPECIFIC DUTIES

- 8.1 Support with an area/s of curriculum development.
- 8.2 To work across the Federation as necessary, at the other school site liaising with Federation staff as necessary.
- 8.3 To follow all GDPR policies and procedures.

Please sign and date as a record:

Reviewed on:

Class Teacher:

Manager:

The Shevington Federation Person Specification



Class Teacher

Qualifications	Essential	Desirable	Source
Degree level with QTS	x		A
EYFS Experience		x	A
Experience			
Successful primary teaching experience	x		A
Professional Knowledge and Understanding			
Knowledge of the Primary National Curriculum and EYFS profile	x		A / I
Understanding of pupil's educational development	x		A
Knowledge of data analysis and target setting	x		A
Knowledge of effective teaching and learning strategies	x		O
Ability to adapt teaching and learning to meet pupils needs	x		O
Ability to build effective working relations with pupils	x		O
Knowledge of guidance and requirements around safeguarding pupils	x		A I
Knowledge and understanding of behaviour management strategies	x		O
Strong ICT skills for personal and classroom use.	x		O/I
Has excellent understanding of how to apply assessment techniques across school EYFS/KS1 and KS2		x	O/I
To be committed to inclusion, equality and diversity of all	x		O/I
To contribute to an area of learning		x	A/ O
Professional Skills and Abilities			
A commitment to getting the best outcomes for all pupils	x		
Ability to engage with parents/carers	x		A/I
To have high expectations for all pupils	x		O
Commitment to maintaining confidentiality at all times	x		A/I
To commit to continual personal development	x		A/I
Ability to accept and respect the views of children	x		O
Personal Qualities			
Excellent time management skills	x		O
A strong work life balance	x		A/I
To have a flexible approach to work who enjoys being a member of a team	x		A/I
Willingness to accept change	x		A
Excellent organisational skills	x		A/I
To be able to communicate clearly both orally and in writing.	x		A/I
To accept and adhere to the Federations' Schools Code of Conduct	x		A/I

