

HEAP BRIDGE VILLAGE PRIMARY SCHOOL

"Working together, learning together"



JOB TITLE:	Class Teacher
JOB PURPOSE:	To plan, implement and deliver the Curriculum in order to promote effective teaching and learning with the framework provided by the policies of the Governing Board and the Local Authority, with regard to statutory requirements. To undertake, under the direction of the Headteacher, the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document.
Line Management:	Reporting to Headteacher.
Liaising with:	Headteacher, senior leadership team, teachers, support staff, parents, LA representatives, external agencies.
Salary Scale:	Classroom Teacher's Pay Scale.
Working Time:	Full time - as specified within the School Teachers' Pay and Conditions Document.
DBS Disclosure Level:	Enhanced.

SCHOOL ETHOS

- Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos and culture of the school, delivering the Professional Pledges' set out in the school's vision statement and securing its 'Mission Statement' with all members of the school community.
- Attend and take part in acts of collective worship in accordance with school policy.
- Provide Religious Education in accordance with the agreed syllabus.
- Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well-being.
- Promote the school and celebrate its success at every opportunity.
- To lead by example.

CURRICULUM PLANNING AND PROVISION

- Help develop and maintain a curriculum in line with the National Curriculum and school policy to inspire and meet the needs of individual children within your class.
- To participate in the teaching programme within school and be responsible for teaching pupils using the Foundation Stage and National Curriculum, organising the learning environment, ensuring that planning, preparation, recording, assessment and reporting meet the needs and entitlement of the learners in line with school expectations.
- Work with other members of staff to provide a stimulating learning environment where all may access learning and resources appropriately.
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 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.
- 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.
- To attend professional development meetings.

TEACHING AND LEARNING

- Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Present appropriately demanding subject content, skill and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- Develop, maintain and use resources appropriate to chosen learning objectives.
- Ensure the efficient deployment of teaching assistant support in the classroom.
- Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- Create and maintain an orderly, safe, stimulating and informative classroom environment.
- Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- Set pupil targets, assess progress and maintain records in accordance with school policy ensuring pupils make progress at least in line with school expectations

PASTORAL CARE

- 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.
- Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 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.
- Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents in line with school policies.

PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING

- Report appropriately to parents on the needs and progress of their children.
- Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- Support the work of the 'Heap Bridge Association' (PTA).
- Uphold the school's well-established links with the local community, the Arch Alliance Collaborative Groups of schools, the Arch (Teaching School) Alliance, the LA and other external agencies or formal collaborations.

APPRAISAL AND PROFESSIONAL DEVELOPMENT

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

ADDITIONAL INFORMATION

- You are employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars.
- This job description identifies exhaustively the responsibilities attaching to your post. It is subject to the limits on working time set out in the current Teacher's Pay and Conditions document, (in particular to those provisions whereby you may be required to be available for work under the Headteacher's direction for 195 days per annum, of which 5 days will be without pupils and for not more than 1265 directed hours.
- This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and only after consultation with you. The agreed Grievance Procedures may be invoked in any dispute arising from this job description or subsequent amendment, in which case teachers are advised to consult their Professional Association.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)

PERSON SPECIFICATION FOR THE POST OF **CLASS TEACHER AT HEAP BRIDGE VILLAGE PRIMARY SCHOOL**

MINIMUM ESSENTIAL REQUIREMENTS (The ordering of these statements is not significant)	DESIRABLE OR ESSENTIAL	METHOD OF ASSESSMENT
Each of the skills listed below must be considered within the context of Equal Opportunities, embracing race, gender, disability and individual educational needs		Application form and interview
INTERPERSONAL SKILLS To be able to communicate and co-operate by: <ul style="list-style-type: none"> • establishing and maintaining good relationships, in partnership with pupils, parents, colleagues and other agencies • recognising the partnership between parents, school and community • promoting and enhancing the personal and social development of every child 	E E E	Application form and interview
CLASSROOM MANAGEMENT AND ORGANISATION To be able to manage and organise effectively by: <ul style="list-style-type: none"> • matching teaching to children's individual needs • using assessment to inform future planning • using a variety of teaching styles, including individual, group and whole class approaches • establishing and maintaining consistently high expectations of pupil behaviour and academic progress & standards • using one's own and pupils' time effectively • creating a purposeful, orderly, supportive and stimulating environment for pupils' learning 	E E E E E E	Application form and interview
CURRICULUM To be an excellent classroom practitioner and to ensure continuity by: <ul style="list-style-type: none"> • to have an excellent understanding of teaching children (in particular key stage one), using the national curriculum and school assessment arrangements to raise standards • experience/understanding of EYFS • planning, developing and monitoring appropriate learning activities • establishing and maintaining balance in Foundation Stage Curriculum, National Curriculum Subjects, Religious Education and cross-curricular work in line with school policies • assessing, recording and reporting on children's learning 	E D E E E	Application form and interview

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Each of the skills listed below must be considered within the context of Equal Opportunities, embracing race, gender, disability and individual educational needs		Application form and interview
PROFESSIONAL DEVELOPMENT To be able to undertake Professional Development by: <ul style="list-style-type: none"> demonstrating self-awareness of professional needs and being proactive in sourcing professional development opportunities participating in Induction and In-service training which is appropriate to personal and school needs having subject knowledge of one or more National Curriculum areas maintaining appropriate records of professional development activities 	E E E D	Application form and interview
TRAINING/QUALIFICATIONS/EXPERIENCE <ul style="list-style-type: none"> To have attended a DfE teacher training establishment and have gained a recognised teaching qualification To have obtained a first degree or equivalent To have a passion for developing the arts and music. To have trained as a teacher in the primary age range 	E D D D	Application form and interview
KNOWLEDGE AND UNDERSTANDING To have knowledge and understanding of: <ul style="list-style-type: none"> good practice in primary education teaching and learning strategies for meeting pupils' individual needs and raising standards of achievement appropriate strategies for managing pupil behaviour 	E E E	Application form and interview
SKILLS AND QUALITIES To be: <ul style="list-style-type: none"> able to relate well to children and share their interests and enthusiasms committed to the continual improvement of standards and quality of education for all pupils energetic, enthusiastic and highly motivated able to work in teams able to respect and maintain confidentiality when required able to establish positive working relationships with governors, staff, parents, the LEA and the wider community able to communicate effectively, both orally and in writing able to manage competing demands and achieve target The ability to converse at ease with customers and service users and provide advice in accurate spoken English 	E E E E E E E E E	Application form and interview