



## JOB DESCRIPTION CLASSROOM TEACHER



### **Purpose of the Role:**

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

- 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.
- To safeguard the children within the school's care.

### **Main duties and responsibilities**

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- 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, in line with school's policy.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers and volunteers.
- To participate in and lead staff meetings / phase meetings as required.
- To contribute to the development and co-ordination of a particular area of the curriculum (post NQT).
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies, teaching materials, resources, methods of teaching, assessment and pastoral arrangements.
- To ensure that school policies are reflected in daily practice (eg behaviour).
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional (via verbal and written communication, including weekly diaries etc).
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the head teacher and SLT 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 School's Health and Safety policy and any school-specific procedures / rules that apply to this role.

## **EMPLOYEE SPECIFICATION**

<b><u>School:</u></b> Primary School	<b><u>Location:</u></b> Laithes Primary School
<b><u>Job Title:</u></b> Class teacher	<b><u>Salary range:</u></b> MPS/UPS

KEY CRITERIA	ATTRIBUTES	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Qualified teacher status</li> <li>➤ A degree or equivalent qualification</li> <li>➤ Evidence of, or willingness to undertake, ongoing professional development; attendance on courses, NQT, INSET, action research, personal study etc. in service professional development</li> </ul>	✓ ✓ ✓	
<b>Professional knowledge and skills</b>	<ul style="list-style-type: none"> <li>➤ Good / outstanding classroom practitioner</li> <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>➤ Sound knowledge and understanding of the National Curriculum and assessment which ensures full access for all children</li> <li>➤ Ability to secure high quality teaching, effective use of resources and improved standards of learning and achievement for pupils.</li> <li>➤ Knowledge of relevant legislation, in particular of SEN Code of Practice, Equal Opportunities, Safeguarding, Every Child Matters and Disability Discrimination Legislation and how these apply to pupils</li> <li>➤ Knowledge of current educational issues</li> <li>➤ Excellent written and oral communication skills</li> <li>➤ Excellent presentation and inter-personal skills</li> <li>➤ Excellent time and task management skills</li> <li>➤ Ability to use data effectively in setting targets and tracking progress</li> <li>➤ Experience of working successfully as a member of a team</li> <li>➤ Ability to strengthen the links between the school and the community and be committed to working for and effectively with parents, pupils, community and the governing body</li> <li>➤ Has proven commitment to the provision of extra-curricular activities</li> <li>➤ Commitment to positive collaboration</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	