



Cliftonville Primary School

CLASS TEACHER SUPPORTING AND DELIVERING LEARNING

Hours:	32.5 hours per week Annual leave – Holidays may only be taken during school holidays.
Pay scale:	Main pay scale range pro rata in line with the current Whole School Pay Policy and Teachers' Pay and Conditions Document
Responsible to:	SLT

*This is negotiable dependent on experience and qualifications

MAIN PURPOSE OF THE JOB
<ul style="list-style-type: none">✓ To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.✓ 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✓ Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012)✓ Take responsibility for promoting and safeguarding the welfare of children and young people within the school
SUPPORT FOR PUPILS
<ul style="list-style-type: none">• To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.• To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.• To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum and that they make expected rates of progress.• To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.• To make appropriate educational provision for all children including those with SEND and those learning EAL, with support from the SENDCo• Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.• To provide children with opportunities to manage their own learning and become independent learners.• To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.• To foster each child's self-image and esteem and establish relationships based on mutual respect.• To maintain a high standard of display both in the classroom and in other areas of the school.• To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.

SUPPORT FOR TEACHERS
<ul style="list-style-type: none"> • To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work. • To take responsibility for the management of other adults in the classroom. • To liaise with support staff both school based, from the LA & from other external bodies as required. • Offer support and advice to colleagues • Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them • Contribute to the selection and professional development of other teachers and support staff
SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none"> • Develop a scheme of work for the subject suitable to the needs of a primary school catering for 3 – 11 year olds • To work with other staff in developing the wider curriculum as part of a learning hub • Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum and any other new initiatives from the Department for Education.
SUPPORT FOR THE SCHOOL
<ul style="list-style-type: none"> • Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. • To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice. • To undertake any other reasonable and relevant duties in accordance with the changing needs of the school. • Make a positive contribution to the wider life and ethos of the school • 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 School Teachers' Pay and Conditions Document • The Post holder will contribute to the school's objectives in service delivery by: <ol style="list-style-type: none"> 1. Enactment of Health and Safety requirements and initiatives as directed 2. Ensuring compliance with Data Protection legislation 3. At all times operating within the school's Equal Opportunities framework 4. Commitment and contribution to improving standards for pupils as appropriate 5. Contributing to the maintenance of a caring and stimulating environment for pupils
SUPPORT FOR PARENTS
<ul style="list-style-type: none"> • To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment. • To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
OTHER
<ul style="list-style-type: none"> • 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 • Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues • Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.



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PERSON SPECIFICATION

Desirable in italics

Experience	<ul style="list-style-type: none"> • The Class Teacher should have experience of teaching at relevant key stage • <i>The Class Teacher might have experience of teaching across the whole Primary age range; working in partnership with parents.</i>
Qualifications/ Training	<ul style="list-style-type: none"> • Qualified Teacher status • <i>Evidence of continuous INSET and commitment to further professional development</i>
Teaching Standards	<ul style="list-style-type: none"> • A clear understanding of the 2012 Teaching Standards
Knowledge/Skills	<p>The Class Teacher should have knowledge and understanding of</p> <ul style="list-style-type: none"> • the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); • statutory National Curriculum requirements at the appropriate key stage; • the monitoring, assessment, recording and reporting of pupils' progress; • the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; • the positive links necessary within school and with all its stakeholders; • effective teaching and learning styles. <p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> • promote the school's aims positively, and use effective strategies to monitor motivation and morale; develop good personal relationships within a team; • establish and develop close relationships with parents, governors and the community; • communicate effectively (both orally and in writing) to a variety of audiences; • create a happy, challenging and effective learning environment. <p>In addition, the Class Teacher might also have knowledge and understanding of: the preparation and administration of statutory National Curriculum tests; the links between schools, especially partner schools.</p>
Equal Opportunities	<ul style="list-style-type: none"> • the statutory requirements of legislation concerning Equal Opportunities • Commitment to the implementation of the school's equal opportunities policy
Continuing Professional Development	<ul style="list-style-type: none"> • Willingness to undertake additional training/staff development as appropriate including INSET days and staff meetings for which additional payment would be made • Ability to reflect on own professional practice and be self-motivated in seeking to improve • Able to identify own training and development needs and those of others and participate in activities to address them.