



## **Job Description: Class Teacher**

Parkwood Primary School is committed to creating a diverse workforce. We will consider qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability or civil partnership.

### **Job details:**

Salary: MPS/UPS

Contract: Part-time permanent (0.6)

Reporting to: headteacher

### **Main purpose:**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document
- Meet the expectations set out in the Teachers' Standards

### **Duties and responsibilities:**

#### **Teaching**

- Plan and teach well-structured lessons using high quality teaching to assigned classes, following the school's curriculum.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Take ownership of writing, enforcing and writing learning plans for children with additional needs.
- Set high expectations which inspire, motivate and challenge all pupils.
- Promote good progress and outcomes by all pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.

#### **Whole -school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum to secure the best outcomes for all pupils.

#### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour positively and effectively to ensure a good and safe learning environment

## **Professional Development**

- Take part in the school’s appraisal procedures, striving to achieve agreed targets set.
- Take part in further training and development in order to improve own teaching
- Actively keep up-to-date with changes in education.

## **Communication**

- Communicate effectively with pupils, parents and carers.
- Communicate effectively and professionally with colleagues.

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

## **Personal and professional conduct**

- 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.

## **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Contribute to the professional development of other teachers and support staff.
- Deploy resources delegated to them.

## **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

## **Person specification**

<b>Criteria</b>	<b>Essential Qualities</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary</li> <li>• Promote the safeguarding of all pupils in the school</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum and Early Years Framework</li> <li>• Knowledge of and the ability to use high quality teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils’ needs, using adaptive teaching strategies.</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of positive behaviour management strategies to manage behaviour effectively.</li> <li>• Good computer skills, particularly using technology to support learning as part of adaptive teaching.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children’s attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

**Note:**

This job description may be amended at any time in consultation with the postholder.

**Post holder’s signature:** \_\_\_\_\_

**Line manager’s signature (headteacher):** \_\_\_\_\_