



# Class Teacher

## Job Description

***'Striving to be the best version of ourselves every day'***

<b>Reports To:</b>	Headteacher & Assistant Headteacher
<b>Leads and Manages:</b>	Subject Leader Responsibility
<b>Salary and Hours:</b>	MPS (Full-Time)

### **Key Tasks and Responsibilities:**

#### **1) Teaching**

- Plan work in accordance with EYFS/Primary National Curriculum schemes of work and programmes of study.
- Identify clear learning objectives and specify how they will be taught and assessed.
- Take account of pupils' prior levels of attainment and use them to set targets for future improvements.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Ensure coverage of EYFS/Primary Curriculum
- Set appropriate and demanding expectations for pupils' learning, behaviour and presentation of work.
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere.
- Work in collaboration with Teaching Assistants attached to any teaching group.
- Set work for pupils absent from school for health or disciplinary reasons.
- Evaluate own teaching to improve its effectiveness.

#### **2) Assessment, Recording and Reporting**

- Assess how well learning objectives have been achieved and use outcomes to adapt teaching accordingly
- Provide quality feedback and identify clear targets for future learning as appropriate
- Carry out assessment cycles (e.g. collection of effort and attainment assessments, reports) as agreed by the assessment policy
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for pupils.

#### **3) Pastoral Work**

- Be the first point of contact for parents of pupils
- Attend assemblies and actively assist in the supervision of pupils
- Monitor (and set targets for) the social and academic progress of individuals in the class
- Promote good attendance and monitor in accordance with the school's attendance policy

#### **4. Professional Standards**

- Treat all members of the school community, colleagues and pupils, with respect and consideration
- Treat all pupils fairly, consistently and without prejudice
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the school by attendance at and participation in events such as open evenings (as appropriate to individual responsibilities)
- Support the ethos of the school by upholding the behaviour policy, uniform regulations etc
- Take responsibility for own professional development and participate in staff training when provided
- Reflect on own practice as well as the practices of the school with aim of improving all that we do
- Participate in the management of the school by effective participation in various team and staff meetings;
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties assigned by a member of SMT
- Be proactive and take responsibility for matters relating to health and safety.
- To undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues for their own and others' health and safety and for adhering to guidelines for the safeguarding of children

The above list is not exhaustive and other duties may be attached to the post from time to time. The SEND Teacher will also be expected to perform other, reasonable, tasks appropriate to the role to meet the outlined purpose of the role.

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## Person Specification



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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	QTS PGCE/B Ed Hons Degree Level	Evidence of further qualifications e.g. NPQ, Masters, etc
<b>Training</b>	Evidence of Continuing Professional Development.	Member of NEU or other union of choice
<b>Experience</b>	Working within a primary setting as a teacher/tutor.  Classroom experience  Experience of SEND and working and supporting children with SEND	Curriculum Lead/Manager/Subject Lead
<b>Knowledge &amp; Skills</b>	Curriculum  Teaching, planning and assessment	Evidence of teaching across the primary phase range including EYFS
<b>Personal Qualities</b>	Organised  Dedicated  Resilient  Good time management  A good sense of humour!	