



## JOB DESCRIPTION

**Name:** \_\_\_\_\_

**Job Title:** **Class Teacher**

**Additional Responsibility for:** \_\_\_\_\_

**Responsible to:** **Headteacher**  
(delegated to relevant Phase Leader/Assistant Headteacher)

**Scale:** **Main / Upper Teachers' Pay Range**

### **Purpose & Role**

The purpose and role is further defined and clarified within the School Teachers' Pay and Conditions Document, The Teachers' Standards and OfSTED criteria.

To be responsible for the education and welfare and to raise achievement of a designated class/group of pupils having due regard to the school's policies and schemes of work taken from the National Curriculum / EYFS curriculum and its associated assessment and record keeping,

To know and use the school's data and assessment systems regularly to prepare appropriate lessons which progress the learning of all children and especially those for any vulnerable groups or those under-achieving.

To liaise with the appropriate agency and manage Learning Support Staff and lead by example in the management of children's learning and behavioural needs

To share in the corporate responsibility for the welfare and behaviour of all pupils.

To have a general awareness of the Health and Safety Policy and be responsible for your own personal safety and also the safety and security of others, especially pupils in your care.

To be responsible for your own Continuing Professional Development, towards excellent classroom practice and professional growth in your career.

To lead an area of the curriculum or aspect within the school

## **Key Tasks**

### Teaching:

1. To work as an enthusiastic member of the school team.
2. To ensure a well organised and structured classroom environment in which pupils can readily access resources and develop independent learning.
3. To provide a curriculum that is balanced, differentiated, varied, stimulating and which ensures progression.
4. To produce medium term and weekly plans according to the agreed format.
5. To mark, assess, record and review children's achievement according to school policy and guidelines.
6. To be aware of and responsive to the medical, social, personal and specific learning needs of the children and report to the Headteacher and appropriate others where there is cause for concern.
7. To lead the production of effective displays in line with school policy which engage the children's interest and promote learning.
8. To maintain and promote good behaviour in pupils in line with the school's Behaviour for Learning Policy.
9. To keep abreast of trends and developments in education and attend necessary INSET
10. To plan and supervise the work of support personnel assisting in the classroom so best outcomes for pupils are achieved.
11. To produce annual written reports on each pupil and liaise as necessary with parents, colleagues and other agencies.
12. To use all available resources effectively and efficiently to promote the children's learning
13. To provide work samples and participate in moderation exercises.
14. To contribute to staff meetings and other meetings.
15. To attend Parents' Evenings and report on individual pupil achievement and development.
16. To implement agreed plans and policies.
17. To participate in Appraisal, monitoring and evaluation activities.
18. To carry out other duties as specified by the Headteacher.

### Subject Leadership:

1. Audit, requisition, organise and ensure maintenance of resources within an allocated curriculum budget.
2. Develop, review and update a policy/guidelines for the subject including Long, Medium Term Plans and schemes of work across the whole school. Alongside this develop associated manageable, useful assessment procedures.
3. Ensure there is effective inclusion which takes account of the needs of pupils with EAL, SEN, G & T, etc.
4. Maintain a subject portfolio of pupils' work to demonstrate good practice, moderation of standards and monitoring / evaluation information from across the school.
5. To consult with the Head Teacher concerning the school's policy in relation to the teaching of the above subjects and to prepare policies and statements of these after consultation with the Staff and Governors of the school.

6. To support and lead staff in preparing and presenting the subject positively through display, workshops and in literature to others and to retain some evidence/samples of work towards a subject portfolio.
7. To offer specialist help to all members of staff, to share knowledge and ideas and be available to give advice on teaching the subject.
8. To administer the subject budget and requisition resources relevant to the curriculum area and its teaching and to ensure that those resources and equipment are readily available are readily available, catalogued, retrievable and effectively used.
9. To take positive steps to bring about the improvement of standards and expectations for the subject
10. To keep up to date and well-informed concerning national developments and local good practice in the philosophy, teaching and resourcing of the subject through attendance at INSET, Subject Leader meetings, personal reading and discussion with other professionals.
11. To monitor and evaluate the effectiveness of the teaching of the subjects and pupil learning.
12. To consult and cooperate with other subject leaders to ensure cross-curricular links.
13. To liaise with advisory staff, subject leaders in other schools as appropriate.
14. Ensure a relevant Subject Action / Improvement Plan is regularly reviewed and monitored to maintain and develop the subject across the school.
15. Provide regular reports on the subject (standards, developments, policy, etc.) to the Leadership Team, including Governors.

#### General Duties:

Act in accordance with the equal opportunities policy, health and safety policy and school confidentiality guidelines.

Take part in the school's performance management system in order to identify strengths and undertake relevant professional development to meet individual and school needs.

To carry out any other duties commensurate with the scale of job that the Headteacher may from time to time require.

This job description is subject to review by the Headteacher in consultation with the post-holder as appropriate to the changing needs of the school.

'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

'The undersigned will hold in confidence all matters that come to their attention while working at Napier Community Primary and Nursery Academy and respect the privacy of the children, staff and families and will confer with those designated as their supervisors in respect to these matters.'



**This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.**

It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.




### **Person Specification**

#### Qualifications:

##### Essential





-  Qualified Teacher Status
-  Relevant, recent professional development

##### Desirable


-  Team Teach (Positive Handling)
-  First Aid
-  SEN related qualifications

#### Experience:

##### Essential







-  Successful teaching experience across or within specified Primary age range
-  Demonstrable experience and practical application of the primary curriculum, including the Renewed Primary Curriculum, planning, assessment and how to make the curriculum accessible to pupils at risk of underachievement
-  Devise and implement programmes of SEN support to enable pupils to access the curriculum
-  Deploying effective behaviour management skills to ensure good discipline

##### Desirable

-  Successful experience of management of curriculum area within a primary school






#### Knowledge:

##### Essential

-  How to differentiate the curriculum to support pupils in their learning
-  Able to use effective strategies appropriate to the needs and abilities of the pupils in order to raise achievement
-  Has a good understanding of inclusion and diversity issues and how to promote these practically within the school community to overcome barriers to learning
-  A secure knowledge of health, safety and welfare issues relevant to the school
-  Able to use effective assessment and reporting systems which inform teaching and learning
-  Able to work effectively with staff, parents, pupils, governing body, outside agencies and the wider community





#### Professional qualities:

##### Essential

-  A reflective and flexible person able to promote the ethos and values of the school.
-  The ability to communicate effectively both verbally and in writing to a wide range of audiences.
-  Has a good record of attendance and punctuality
-  Is able to cope with change and working with different age ranges
-  Has a commitment to own continued professional development

**Skills:**

**Essential**

-  Good interpersonal skills, communication skills and a commitment to team working
-  The ability to maintain positive relationships
-  The ability to create and maintain a stimulating, happy and secure learning environment within the classroom.
-  Can demonstrate a positive impact with behaviour management techniques

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_