**CROCKENHILL PRIMARY SCHOOL**

**JOB DESCRIPTION and PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Job title: Class teacher KS1 or KS2**  | **Salary range:** MPS   |

|  |
| --- |
| **Job Purpose** |
| The education and welfare of designated classes in accordance with the requirements and conditions of the *School Teachers’ Pay and Conditions Document*, having due regard to the requirements of the National Curriculum, the school’s aims, objectives and schemes of work, and any policies of the governing body. To share in the corporate responsibility for the well-being and discipline of all pupils. To work within the Teachers Standards at all times. |

|  |
| --- |
| **Main duties and responsibilities** |
| Teaching, learning and assessmentTeach challenging, well-organised lessons and sequences of lessons across the age and ability range which: * Use an appropriate range of teaching strategies and resources, including e-learning, which meet learners’ needs and take practical account of diversity and promote equality and inclusion;
* Build on the prior knowledge and attainment of those you teach in order that learners meet learning objectives and make sustained progress;
* Develop concepts and processes which enable learners to apply new knowledge, understanding and skills;
* Manage the learning of individuals, groups and whole classes effectively, modifying your teaching appropriately to suit the needs of the learners.
* Organise and manage the learning environment to ensure effective learning within a safe environment.
* Meet the varied needs of individual pupils, by providing a balanced and differentiated curriculum.
* Ensure that pupils’ work is regularly marked and effective, next step comments are made.
* Ensure that children’s work is well presented in a stimulating and attractive way.
* Prepare and submit teaching plans, assessments and targets as agreed by the Leadership Team.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* Identifying and meeting the needs of SEN or very able pupils.
* To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
* Encourage pupils to think and talk about their learning, develop self-control and independence, concentration, resilience, perseverance and to listen attentively.
* Maintain discipline in accordance with the school’s procedures and encouraging good practice with regard to punctuality, behaviour and standards of work; safeguarding their health and safety.
* To continue professional development, maintaining a portfolio of training undertaken.
* To ensure effective use of support staff within the classroom, including parent helpers
* To attend staff meetings and participate as required

Communication and working with others* Recognise and respect the contributions of parents and carers in their children’s well-being, learning and the life of the school.
* To be prepared to fully participate in staff meetings and discussions.
* Demonstrate a commitment to collaboration and co-operative working.

Professional Development* Evaluate your performance and show a commitment to improving your practice through professional development.
* Act upon advice and feedback and be open to coaching and mentoring.

**Whole School**To ensure that school policies are reflected in daily practice.* To support the Headteacher 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; safeguarding health and safety at all times
* Participate in appraisal activities
* 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.
 |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the head teacher to undertake work of a similar level that is not specified in this job description.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Karen Dodd

Head Teacher

Person specification

|  |  |
| --- | --- |
| Criteria | Qualities |
| **Qualifications and experience** | * Qualified teacher status
* Degree
* Successful primary teaching experience as a teacher in school or on placement if an NQT
 |
| **Skills and knowledge** | * Knowledge of the National Curriculum
* Knowledge of effective teaching and learning strategies
* A good understanding of how children learn
* Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils
* Knowledge of guidance and requirements around safeguarding children
* Knowledge of effective behaviour management strategies
* Good ICT skills, particularly using ICT to support learning
 |
| **Personal qualities**  | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* High expectations for children’s attainment and progress
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* To work as part of the team
 |