



# The Craylands School

## Job Description

**Post Title:** Class teacher

**Responsible To:** Headteacher

**Line managed by:** KS1 or KS2 phase leader

### **Specific Responsibilities**

To be responsible, in its entirety, for your class and the management of an agreed curriculum area, throughout the school.

### **General Duties**

- The education and welfare of a designated class in accordance with the requirements and conditions of the School Teachers' Pay and Conditions Document and the Teacher Standard's having due regard to the requirements of the National Curriculum, Foundation Stage Guidance, the school's vision, aims, 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.
- This post requires you to teach pupils in either Key Stage 1 or Key Stage 2; you may be asked to teach in either key stage.

In addition, you are required to undertake the following responsibilities:

- To liaise with parents and build sound relationships with both them and their children.
- To deliver information sessions for parents.
- To be fully conversant with the National Curriculum and other national strategies.
- To have responsibility for an agreed curriculum area and share knowledge and ideas in the agreed area as well as lead by personal example.
- To demonstrate to other members of staff how to enhance and differentiate within your agreed curriculum area.
- To maintain and improve practice by liaising with outside agencies, attending in-service courses, visiting other schools, personal study and disseminating to and discussing with other staff.
- To be involved in assessment and target setting within your class.
- To be responsible for ordering, receiving and storing resources.
- To manage the budget for your class and your potentially agreed curriculum area.
- To encourage parental interest in your potentially agreed curriculum area.
- To promote a high level of display in your classroom and communal area.
- To take assemblies as timetabled

There is considerable overlap in the areas of responsibility in a small school and it is expected that all staff will work collaboratively to establish and maintain systems and procedures.

It is understood that these areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.



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### **Person Specification for the post of Class Teacher**

Applicants for the above post will be considered on the basis of the following criteria and should show, with relevant examples where appropriate, how they meet the requirements detailed.

#### **Essential**

- Possession of a recognised qualification and evidence of continued professional development.
- Ability to recognise the impact this position has on the overall establishment of the school.
- Experience of teaching in the key stage applied for and the ability to reflect on your own practice.
- Good ICT skills.
- Ability to demonstrate knowledge and understanding of current educational issues.
- A sound working knowledge of differentiation for children with additional educational needs.
- A commitment to a broad, balanced and inclusive curriculum.
- Ability to demonstrate a range of interpersonal and communication skills with professionals, parents, colleagues and pupils.
- Ability to demonstrate a flexible approach.
- To be approachable by pupils, staff and parents/carers.
- A sense of humour.

#### **Desirable**

- Experience of the Key Stage applied for
- Experience of working with pupils with SEN
- Willingness to develop an extra-curricular activity
- Leading a given subject across the school