

# Shears Green Infant School



Packham Road  
Northfleet  
Kent  
DA11 7JF  
TEL: 01474 566700

Website: [www.shearsgreeninfantschool.co.uk](http://www.shearsgreeninfantschool.co.uk)

Head Teacher: Ms Hayley Kotze BEd Hons, NPQH  
[headteacher@shears-green-infant.kent.sch.uk](mailto:headteacher@shears-green-infant.kent.sch.uk)



<b>Post title</b>	Class Teacher
<b>School:</b>	Shears Green Infant School
<b>Salary and grade:</b>	Main pay scale
<b>Responsible to:</b>	The Headteacher and the Governing Body

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## Job Description:

- Be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Act with honesty and integrity at all times.
- Forge positive, effective and professional relationships with parents, colleagues and outside agencies to ensure the needs of all children are met.
- Follow and meet the Teacher Standards and *School Teachers' Pay and Conditions Document*.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Take the lead for a subject area (to be negotiated)

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## Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers' Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

## Teaching

- Deliver an engaging, relevant and inspiring curriculum appropriate to the children's needs and interests.
- Prepare, resource, plan and support the implementation of PPA with specialist teachers.
- Be accountable for the attainment, progress and outcomes of children in your class.
- Have a clear understanding of the needs of all pupils.
- Make accurate and productive use of assessment including observation, formative and summative assessment and monitoring.
- Use developmental marking to engage the children in owning their work and moving it forward.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons

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## Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils and model high expectations
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum and organisation of the school

## Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

## Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

## Professional development

- Take part and lead your own Performance Management in line with the School Improvement Plan.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

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## Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Head Teacher
- Interact professionally with others at all times.