###

### Job Description

### Job Title: Class Teacher with Responsibility for Leading Maths

### Scale: MPS (TLR 2 £2,667)

### Responsible to:

### The Executive Headteacher, Head of School and the Local Governing Body of the school

**Relationships:**

* Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

**Responsibilities:**

Take responsibility for a class of children determined on an annual basis by the Executive Headteacher and Head of School and in accordance with the duties listed below:

* Carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document;
* Undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England;
* Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
* Maintain the positive ethos and core values of the school, both inside and outside the classroom;
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

### As a Class Teacher you will:

* Implement agreed school policies and guidelines;
* Support initiatives decided by the Head of School and staff;
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
* Be able to set clear targets, based on prior attainment, for pupils’ learning;
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* Keep appropriate and efficient records, integrating formative and summative assessment into planning;
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
* Report to parents on the development, progress and attainment of pupils;
* Promote the school’s behaviour for learning Policy;
* Participate in meetings which relate to the school's management, curriculum, administration or organisation;
* Communicate and co-operate with specialists from outside agencies;
* Make effective use of ICT to enhance learning and teaching;
* Lead, organise and direct support staff within the classroom;
* Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Name of Post holder:

Date:

Signature of Post holder: …………………………………………………………………

Signature of Headteacher…………………………………………………………………

**Person Specification**

**Post Title:** Class teacher

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level | ✓ |  |
| Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS | ✓ |  |
| **Experience** |  |  |
| Will have had some experience of teaching in a multicultural inner-city environment through trainee placements | ✓ |  |
| **Professional Knowledge and Understanding** |  |  |
| Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages  | ✓ |  |
| A sound knowledge and understanding of the Foundation Stage Curriculum  |  | ✓ |
| An understanding of curriculum and pedagogical issues relating to learning and teaching,  | ✓ |  |
| Familiarity with KS1 and 2 Standardised Attainment Tests |  | ✓ |
| Understanding of and commitment to the school policies | ✓ |  |
| Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN | ✓ |  |
| Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN |  | ✓ |
| Keeping up to date with current mathematical research  | ✓ |  |
| A good knowledge of the maths curriculum and its progression through the primary years | ✓ |  |
| **Professional Skills and Abilities** |  |  |
| A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching | ✓ |  |
| Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks | ✓ |  |
| Must be able to keep records of pupil progress in line with school policy | ✓ |  |
| Must be able to use assessments of pupils learning to inform future planning | ✓ |  |
| Ability to plan and work collaboratively with colleagues | ✓ |  |
| Ability to lead and provide a clear vision for your subject area | ✓ |  |
| Ability to motivate staff and pupils, establishing effective realtionships woth those around you | ✓ |  |
| Ability to communicate effectively  | ✓ |  |
| **Personal Qualities** |  |  |
| Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children  | ✓ |  |
| A teacher with a flexible approach to work who enjoys being a good team member | ✓ |  |
| Must have good communication skills both orally and in writing | ✓ |  |
| Must be able to manage own work load effectively  | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | ✓ |  |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit | ✓ |  |
| To practice equal opportunities in all aspects of the role and around the work place in line with policy | ✓ |  |
| To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post | ✓ |  |