**Job Description:** Class Teacher

**Accountable to:** Headteacher

**Salary range:** Equivalent of M1-M6/ UPS/ TLR responsibility point.

**Main Purpose:**

* Teaching, learning and assessment of children in both own individual class and overall cohort as required
* To assist Governors and SLT with developing Outstanding practice in the EYFS and KS1 curriculum and assessment arrangements as applicable to pupils in a 4-11 setting
* To contribute to the wider development of the school via support for enrichment activities including OOSHL (Out of School Hours Learning)
* To support high expectations and high standards in all aspects of school life in keeping with the Trust’s vision for the school
* To uphold all school policies and procedures and promote the good name of the school
* Foster strong team-working and collaboration at all levels

**Specific Duties:**

Plan teaching to achieve progression in pupils’ learning through:

* identifying clear teaching and learning objectives for Reception pupils based on the 17 Learning Goals, or Key Stage 1 pupils based on the National Curriculum/ KS1 Assessment steps and deciding how they will be taught and assessed in discussion with the Senior Leadership Team
* setting tasks which challenge pupils and ensure a high level of interest, attention, participation and well-being
* setting appropriately high expectations
* setting clear targets building on prior attainment
* identifying the needs of individuals and groups within the cohort, writing/ taking note of individual education plans and liaising with the Inclusion Leader/ SENDCO as required
* making effective use of assessment data and information when planning lessons
* planning opportunities to contribute to pupils’ literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
* making full use of the additional teaching resources in the school to personalise learning
* the effective use of Teaching Assistant, HLTA, Volunteer Assistant time as appropriate
* the effective use of resources including ICT resources

# **Teaching and Class Management:**

* liaise effectively with SLT in pursuing teaching and learning excellence with all pupils
* establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
* manage pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
* provide clear structures for lessons maintaining pace, motivation and challenge
* use a variety of teaching methods to:

(i) structure information well, including outlining content and aims and summarising key points as the lesson progresses

(ii) instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary

(iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions

* select appropriate learning resources for pupils and develop study skills through library, ICT and other sources
* ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the age of Reception pupils
* critically evaluate own teaching to improve effectiveness

# **Monitoring, assessment, recording, reporting:**

* assess how well learning objectives have been achieved in terms of the 17 Learning Goals or KS1/ KS2 assessment steps and use pupil level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences
* monitor and assess pupils’ work and set targets for progress
* keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
* prepare and present informative reports to SLT, governors and parents / carers as required

# **Other professional requirements:**

* have a working knowledge of teachers’ professional duties and legal liabilities
* operate at all times within the stated policies and practices of the school
* establish effective working relationships and set a good example through their presentation and personal and professional conduct
* endeavour to give every child the opportunity to reach their potential and meet high expectations
* contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
* take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant ICT skills
* liaise effectively with parents and governors as necessary
* liaise with pre-school settings
* in addition to carry out other duties as reasonably required by the Headteacher
* if in receipt of a Responsibility Point, perform additional Teaching and Learning Management Responsibilities in addition to the above duties, these will be as reviewed each term depending on school needs.

**Person Specification:** Class Teacher

**Accountable to:** Headteacher

**Salary range:** Equivalent of M1-M6/ UPS/ TLR responsibility point.

**Experience:**

* Recent experience of teaching Reception pupils or Key Stage One pupils in a Good or Outstanding school would be an advantage.

**Qualifications/Training:**

* QTS (essential)
* A-level passes in at least two subjects (essential)
* GCSE subject passes in English, Mathematics and one Science subject (essential)
* Honours degree from a recognised University (desirable)

**Practical skills and competencies:**

Each teacher should have knowledge and understanding of:

* the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) in a Reception/ KS1/ KS2 class
* the monitoring, assessment, recording and reporting of Reception pupils’ progress within the EYFS arrangements/ KS1 / KS2 National Curriculum
* the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, EAL and Child Protection
* the positive links necessary within school and with all its stakeholders
* effective teaching learning and assessment strategies when educating Reception, Key Stage One and Key Stage Two age pupils

**Personal qualities and attributes:**

Ability to:

* promote the school’s aims positively
* be patient when working with young children and their parents/carers
* be resilient in coping with the day-to-day pressures of school life
* develop and maintain good personal relationships within a school team
* establish and develop positive working relationships with parents, governors and   
  community groups
* be flexible in response to the changing demands of a new and growing School