



## Holy Trinity Church of England Primary School

### Job Description

#### Class Teacher

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**Responsible to:** The Head Teacher

**Salary:** Class Teacher: Main Pay Scale One – Five (£32,157 - £39,492)

**Contract type:** Full Time

#### **Holy Trinity Church of England Primary School expects all staff to:**

- ✓ Contribute to a culture of teamwork, collaboration, positivity and shared responsibility for high standards and performance.
- ✓ Be committed to our Christian ethos as a vehicle of developing and enhancing spiritual and personal moral values and a respect for all.
- ✓ Be committed to our school values of Curiosity, Hope, Empathy, Resilience, Creativity and Happiness.
- ✓ Have a commitment to the personal and professional development of themselves, and others.

#### Purpose of role

The education and welfare of a group of children in accordance with the requirements of the "Conditions of Employment of School Teachers" having due regard to the requirements of the National Curriculum. To uphold the school's aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the wellbeing and discipline of all children.

1. To be an effective and reflective classroom teacher able to demonstrate and share good practice.
2. To plan and prepare lessons with regard to individual need, with reference to school policies, national requirements and local policies.

#### Main Duties and Responsibilities

- To ensure the maintenance of good order and discipline among all childrens and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To be aware of the school's and the local Authority's Equal Opportunity Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.
- To provide professional leadership and direction within own curriculum area by acting as a good role model

- To ensure that own practice and that of other staff in own area of responsibility improves the quality of education and raises standards through monitoring of teaching and learning.
- To work as part of the Curriculum Management Team in whole school planning for own specialist area.
- To co-ordinate assessment and record keeping procedures in our class and reporting on children's attainment and progress.
- To ensure staff are able to develop professionally by providing INSET in school and seeking out good quality INSET out of school for both teaching and non-teaching staff.
- To prepare for and lead staff meetings where appropriate
- To work with Senior Leadership Team and SENDCO, ensuring that the needs of all children are met.
- To prepare displays, prepare assemblies, organise and lead parents meetings as appropriate to promote understanding and development of own area.
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- To manage own budget effectively and efficiently ensuring that financial regulations are adhered to.
- To manage, organise and deploy non-teaching staff.
- To establish a partnership with parents involving them in their child's learning through regular communication, after school clubs, workshops and homework etc.
- To be responsible for creating a stimulating environment in which children reach their full potential.
- To be responsible for writing annual reports on the children assigned to you.
- To be able to work effectively and co-operatively within a multi-disciplinary team.

#### Other responsibilities

- To comply with expectations set out in the Staff Sickness Absence Policy and Staff Handbook.
- To contribute towards the child's personal and social development.
- To carry out all duties as above, and to alert the Class teacher / SENDCO / Headteacher to any issues.
- To ensure that the school's policies on Health and Safety and Equal Opportunities for staff and children are followed.
- To be a positive role model for the children at all times, by example, demonstrating our school aims, values and rules.

### Equal Opportunities

- ❑ To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality, or status in the Council's service.
- ❑ To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

### Safeguarding

- ❑ To remain vigilant and do everything possible to protect childrens and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature.
- ❑ This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

### Health and Safety

- ❑ In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment.
- ❑ It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

### Data Protection

- ❑ When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 25<sup>th</sup> September 2020

**Next review date:** 23<sup>rd</sup> September 2022

**Headteacher's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



### PERSONAL SPECIFICATION

<b>Key Knowledge</b>	Knowledge of the needs and social dynamics of providing an effective environment in a classroom setting	
<b>Relevant Experience</b>	Experience of working with children both in an individual and group setting	
<b>Key Competencies</b>	DC3  DC4  DC5  DC6  DC7  DC8  DC9  DC12  DC14  DC16  DC17	<p><b>Teamworking:</b> Works in a positive and co-operative way, learning from others and contributing to the development of the team.</p> <p><b>Caring Effectively:</b> Demonstrate sensitivity, respect and kindness towards customers, ensuring their needs are met within care plans.</p> <p><b>Communicating in Writing:</b> Writes clearly and effectively for a range of recipients, demonstrating sound basis literacy skills.</p> <p><b>Communicating Orally:</b> Communicates successfully by matching the message to the listener and conveying key points clearly</p> <p><b>Analysing &amp; Evaluating:</b> Identifies key issues, patterns and trends after analysing information systematically</p> <p><b>Working with Numbers:</b> Able to carry out basic calculations with consistent accuracy</p> <p><b>Making Decisions:</b> Makes effective decisions based upon an analysis of all pertinent information.</p> <p><b>Demonstrating Resilience:</b> Demonstrates positive, controlled and consistent behaviour even in crisis situations</p> <p><b>Maintaining Integrity:</b> Sets clear boundaries, maintains personal integrity and adheres to good practice.</p> <p><b>Developing New Skills:</b> Is committed to own development: seeks and embraces opportunities to improve skills &amp; knowledge.</p> <p><b>Respecting Diversity:</b> Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.</p> <p><b>Planning:</b> Understand the need to plan an appropriate level of work to ensure pupil progression and to assist in that assessment.</p>
<b>Safeguarding</b>		Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.