

**Job Description**

**Class Teacher (KS1 & KS2)**

**Professional Responsibilities**

The post holder will be required to exercise her/his professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

**1. Development of the school**

* Support the vision, positive ethos and policies of Phoenix House International School and strive to improve the standards of teaching, learning and attainment of pupils*.*
* Work with a year group team in achieving the priorities and targets which the school sets for itself in implementing innovative, thematic schemes of work.
* Support the development and on-going review of the primary school’s curriculum planning and related schemes of work.
* Support the evaluation of the effectiveness of the school’s performance, policies and developments.
* Support the development of the primary school’s assessment procedures.
* Keep abreast of UK and global educational developments in line with the needs of the school.

**2. Teaching and Learning**

* Work as part of a year group team to ensure high standards of teaching, learning and attainment for all pupils.
* Plan and prepare stimulating, challenging, enjoyable learning opportunities which take into account the thematic, creative, language-rich curriculum of the school and the individual abilities of the pupils in the class.
* Be an inspiring teacher, clearly demonstrating all pupils’ needs are met and their learning is challenging.
* Give immediate oral/written feedback to pupils about their learning so that they know how to improve.
* Assessing, recording and reporting on the development, progress and attainment of pupils
* Use data effectively to improve student experiences and outcomes.
* Provide guidance and advice to pupils on educational, social and emotional issues.
* Maintain high standards of behaviour in all learning situations.
* Communicate and consult with the parents/carers of pupils about their child’s progress in all areas.
* Communicating and cooperating with external agencies as appropriate.

**3. Management**

* Inform and manage TAs in support roles in Primary lessons.
* Work closely with the team to secure and maintain excellent communication and high standards across the school.

**4. Other Specific Responsibilities**

* Contribute to house life as a staff house member.
* Support termly residential trips to North Peak Enrichment Campus (Hokkaido) to enhance and encourage the skills and experience of all pupils.
* Enrich curriculum learning through local day trips
* Participate in continuing professional development (CPD) activities
* Participate in arrangements made by the school for the review and management of performance
* Maintain and develop links with parents, other schools, educational institutions and the wider community, in order to enhance teaching, learning and personal development opportunities of all the pupils.
* Attend and participate in assemblies, registering attendance of pupils and supervising pupils whether before, during or after school.
* Run enrichment activities before/during/after school and sometimes over weekends.
* Contribute to and attend the whole school community and house events throughout the year.

**Personal Specifications**

**Experience**

* Substantial and successful primary teaching experience in a National Curriculum 2014 (NC14) school.
* Experience of assessing pupil progress in line with NC14
* High level of personal skill in and passion for Primary teaching and innovation.
* Experience of contributing to creative curriculum development
* Interest in innovative lesson design and effective integration of technology to engage learning

**Knowledge, skills and abilities**

* A thorough knowledge and understanding of the NC14 and how it can be implemented creatively and flexibly
* Ability to be a good team player with a good understanding of how teamwork contributes to harmonious school life and purposeful school development.
* Excellent verbal and written communication skills.
* Ability to work under pressure, prioritise tasks and manage time effectively in order to meet deadlines.

**Disposition – evidence of**

* Commitment to excellence and to significantly raise the skills and personal achievements of all pupils.
* Personal and intellectual qualities required to set an example to others.
* Ability to work on own initiative and be proactive.
* Flexibility, drive, energy and enthusiasm.
* Approachability and a sense of humour.