

Colham Manor Primary School

Aspire, Achieve, Thrive

Job Description: Class Teacher

Job Purpose:

The Class Teacher will:

- teach a class of children 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;
- ensure that the current national conditions of employment for school teachers are met.

Duties:

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all children, through personalisation of tasks;
- be able to set clear targets based on prior attainment for children's learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all children;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of children;
- maintain good order and discipline amongst children in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and cooperate with specialists from outside agencies;
- 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.

Person Specification: Class Teacher

	Essential	Desirable
Qualifications	Qualified Teacher status	Evidence of continuous INSET and commitment to further professional development
Experience		The Class Teacher might have experience of: teaching across the whole Primary age range; working in partnership with parents.
Knowledge and understanding	The Class 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); statutory National Curriculum requirements at the appropriate key stage; the monitoring, assessment, recording and reporting of children's progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; the positive links necessary within school and with all its stakeholders; effective teaching and learning styles.	In addition, the Class Teacher might also have knowledge and understanding of: the links between schools, especially partner schools.
Skills	The Class Teacher will be able to: promote the school's aims positively, and use effective strategies to monitor motivation and morale; develop good personal relationships within a team; establish and develop close relationships with parents, governors and the community;	In addition, the Class Teacher might also be able to: To develop strategies for creating community links.

	communicate effectively (both orally and in writing) to a variety of audiences; create a happy, challenging and effective learning environment.	
Personal characteristics	Approachable Committed Empathetic Enthusiastic Organised Patient Resourceful and have a sense of humour	