



JOB DESCRIPTION

POSITION:	Class Teacher
GRADE:	MP1 – UPS + TLR for suitable candidate (£ 32,157 - £50,935)
HOURS:	32.5 hours per week
RESPONSIBLE TO:	Head teacher

1. Job Description

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher in accordance with the School Teachers' Pay and Conditions Document as directed by the headteacher.
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes in the primary age range including EYFS, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Ensure that a broad and balanced curriculum is planned and taught to engage all pupils in line with Duncombe's curriculum intent

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures

- Take part in further training and development in order to improve own teaching including participation of staff meetings

- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents, carers and other appropriate professionals

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within the school
- Develop effective professional relationships with colleagues within the school and wider

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the values, policies and practices of the school/trust and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources (if appropriate)

- Provide leadership in subject area or phase, if appropriate
- Contribute to the professional development of other teachers and support staff
- Work in alignment with the school development plan
- Support the Headteacher and SLT in developing the vision for the school

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school/trust policies and the code of conduct.



Person specification

Essential qualities will be used to shortlist candidates. Please

provide evidence for each bullet point.

Criteria	Essential Qualities
Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status• Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the values, policies and practices of Duncombe Primary School• Set high expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes:

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

Last review date: 24/04/2022

Next review date: 24/04/2023

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____