

Job Description

School Name:	Woodcote Primary School
Job Title:	Classroom Teacher
Reports To:	Governing Body Headteacher and Members of Senior Management team
Role Summary:	
<ul style="list-style-type: none"> ➤ The classroom teacher is responsible for delivering learning in accordance with the Curriculum, designed by the Headteacher, based on school strategy and national guidelines. 	
Key Tasks and Activities:	
<ul style="list-style-type: none"> ➤ Understand the needs of individual children. ➤ Develop pupils' practical / 'life skills'. ➤ Develop and prepare learning materials according to the children's needs. ➤ Maintain a well-equipped and organised classroom with appropriate displays, resource areas and materials for the children's use. ➤ Assist in the development, continuity and progression in all areas of the school curriculum by planning with colleagues as part of a team within the Key Stage or with all school staff. ➤ Represent school at curriculum cluster meetings reporting back findings to colleagues within the school. Ensure that positive networks are built. ➤ Promote a rich, stimulating and caring environment to encourage all pupils to learn. ➤ Deliver effective learning for all. ➤ Monitor and assess own performance. ➤ Report progress against targets. ➤ Manage pupil behaviour and standards, encouraging a high standard of behaviour and mutual respect between all members of the school community. ➤ Gain an understanding of each child's previous educational experience and have adequate knowledge of their home background including medical concerns ethnic origin home language and religion. ➤ Celebrate the achievements and creativity of all pupils. ➤ Ensure the school's open door policy is fully implemented so that parents are made to feel important and welcome visitors. ➤ Is supportive of and sensitive to the needs of colleagues. ➤ Observe patterns of behaviour including absence and punctuality highlighting concerns to the Headteacher. ➤ Operate within the School Development Plan ➤ Keep up to date with relevant initiatives and development in area of expertise. 	
Key Skills and Competencies:	
<u>Qualifications</u>	
<ul style="list-style-type: none"> ➤ Degree level qualification. ➤ Postgraduate professional Qualification e.g. Postgraduate Certificate in Education. ➤ Willingness to continue professional development. 	

Communication

- Apply effective verbal communication skills.
- Present information and ideas clearly, by using language appropriate to the audience.
- Positively influence the opinions of others through factual discussion.
- Adapt personal style to suit individual situation and needs.
- Create an environment of trust by delivering on promises.
- Utilise report-writing skills to accurately reflect a situation through positive language.
- Confident in leading staff meetings as appropriate.
- Monitor and develop pupils' progress through positive reinforcement.
- Liaise with external agencies as appropriate.
- Positively influence pupils' development through discussion with others.

Other Skills Required for Role

- Exercise flexibility in order to accommodate changes in work priorities.
- Balance tasks and resources in the organisation of a wide range of activities.
- Provide contingencies to deal with the unexpected.
- Think clearly and logically in working through a problem making referrals as appropriate.
- Anticipate workload and plans ahead.
- Monitor progress against key performance indicators.
- Enthusiastic and positive attitude.
- Awareness of the needs of children who have English as an additional language or a special educational need.

Accountability/Freedom to act

- Make routine decisions based upon guidelines and procedures laid down in the established framework.
- Contribute towards the effective delivery of performance targets, objectives and standards.
- Lead by example in standards of behaviour in the work environment.

Leadership/Management skills

- There are no defined leadership responsibilities.

General Comments

- The Classroom Teacher teaches classes of approximately 30 children.
- To be successful in this role they must readily adapt to constantly changing curriculum, modifying lesson preparation and delivery accordingly.
- They operate strictly in accordance with the school policies and procedures and have limited scope for decision making outside of these frameworks.