

Class Teacher
MPS/UPS
Job Description
<p>KEY PURPOSE OF THE JOB</p> <p>To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers’ Pay and Conditions document, having due regard to the requirements of the National Curriculum and school policies.</p>
<p>MAIN ACTIVITIES</p> <p>To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.</p> <p>To maintain assessment records and report on pupils’ progress to senior staff and to parents and carers, in accordance with school policy.</p>
<p>PRINCIPLE ACCOUNTABILITIES</p> <p>To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.</p> <p>To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of their capability.</p> <p>To make appropriate educational provision for children with SEND and those learning EAL, with support from the SENDCo.</p> <p>To provide children with opportunities to manage their own learning and become independent learners.</p> <p>To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.</p> <p>To foster each child’s self-image and esteem and establish relationships which are based on mutual respect.</p> <p>To maintain a high standard of learning environment both in the classroom and in other areas of the school.</p> <p>To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.</p> <p>To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.</p> <p>To assess children’s progress, maintain records and provide written reports to parents and carers in accordance with school policies.</p> <p>To communicate and consult with parents and carers and with outside agencies, as necessary, about children’s progress and attainment.</p> <p>To ensure that the school’s aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every way.</p> <p>To liaise with support staff who are school based and from other external bodies as required.</p> <p>To take responsibility for the management of other adults in the classroom.</p>

To work within agreed deadlines, supporting colleagues with the smooth running of the school.

To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.

To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

To take responsibility for a curriculum subject area as agreed with the Headteacher as detailed below:

- Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum
- In conjunction with the head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area
- Review the policy and adapt it as appropriate
- Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher
- Offer support and advice to colleagues.

For an UPS teacher you may also be required to:

Demonstrate the capacity to perform to a standard which is at least good and is effective enough to provide mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the teaching and learning at the school in order to help them meet the relevant standards and develop their teaching practice.

Contribute significantly, where appropriate, to implementing workplace policies and practice and promote collective responsibility for their implementation.

Have an extensive knowledge, understanding and practical application of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

Have an extensive knowledge, a well-informed understanding and practical application of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.

Have an up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

Have a more developed knowledge and understanding of your subjects/ curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.

Have sufficient depth of knowledge and experience to be able to give advice and support to colleagues on the development and well-being of children and young people.

Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge

To undertake any other reasonable duties requested by the Headteacher.

Criteria	Person Profile	Essential
Training & Qualifications	Good honours degree	✓
	Qualified Teacher Status	✓
	Evidence of continuing professional development relevant to the post	✓
Knowledge and Understanding	The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high achievement and attainment.	✓
	Understanding of a diverse range of teaching and learning styles and techniques.	✓
	Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards.	✓
	Good understanding of effective procedures for managing and promoting positive behaviour among pupils	✓
	Good understanding of assessment including assessment for learning and summative assessment	✓
Experience	Successful experience of teaching (including teaching practice for NQT's)	✓
	Proven record of increasing the rate of progress and raising attainment.	✓
	Experience of promoting positive behaviour conducive to learning and which is focused on raising standards.	✓
	Experience of promoting highly effective communications within and between teams and other stakeholders in the school community.	✓
Characteristics & Competencies	Ability to promote the school's aims positively.	✓
	Passionate about improving the quality of provision for all children.	✓
	Ability to develop good personal relationships within a team; making an effective contribution to high morale.	✓
	Ability to establish and develop close relationships with parents, governors and the community	✓
	Ability to communicate effectively (both orally and in writing) to a variety of audiences	✓
	Ability to create a happy, challenging and effective learning environment	✓
	A drive to inspire others to achieve high standards	✓

	A solution-focussed mindset and determined “no-excuses” approach to raising standards	✓
	Ability and keenness to promote the school’s positive culture and ethos	✓
	Ability to lead in a subject area	✓