

# Green Park School

# Job Description: Class Teacher

### Job Title: Class Teacher

### Scale: MPS

### Responsible to: The Head Teacher and the Governing Body of the school

**Relationships:** Liaison with the teaching and non-teaching staff of the school, Parents, Children and other professionals where appropriate

* Take responsibility for classes of children determined on an annual basis by the Head Teacher and in accordance with the duties listed below
* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of Green Park School.
* Teach the defined classes of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs and keeps the class teachers informed.
* Maintain the positive ethos and core values of the school, both inside and outside the classroom;
* Promote and demonstrate the school’s values of respect, equality, empathy, integrity, positivity and aspiration.
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

### As a Class Teacher:

The Class Teacher will:

* Implement agreed school policies and guidelines;
* Support initiatives decided by the Head Teacher and staff;
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
* Be able to set clear targets, based on prior attainment, for pupils’ learning (where appropriate)
* Contribute towards a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* Keep appropriate and efficient records, integrating formative and summative assessment into planning (where appropriate)
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
* Report to class teachers on the development, progress and attainment of pupils;
* Promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy;
* Participate in meetings which relate to the school's management, curriculum, administration or organisation;
* Make effective use of ICT to enhance learning and teaching
* 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

Name of Post holder:

Date :

Signature of Post holder: …………………………………………………………………

Signature of Headteacher…………………………………………………………………

**Person Specification Green Park School**

**Post Title:** Class teacher (PPA)

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level | ✓ |  |
| Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS | ✓ |  |
| **Experience** |  |  |
| Will have had some experience of teaching across a range of ages | ✓ |  |
| **Professional Knowledge and Understanding** |  |  |
| Must have a sound knowledge of the National Curriculum for all the subjects for both Key Stages | ✓ |  |
| An understanding of curriculum and pedagogical issues relating to learning and teaching, | ✓ |  |
| Understanding of how to assess children’s learning | ✓ |  |
| Understanding of and commitment to the school policies, in particular:   * Participation and implementation of the School Behaviour Policy * Safeguarding and staff code of conduct * Implementation of the school Equal Opportunities Policy | ✓ |  |
| Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN | ✓ |  |
| **Professional Skills and Abilities** |  |  |
| A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching | ✓ |  |
| Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks | ✓ |  |
| Must be able to keep records of pupil progress in line with school policy | ✓ |  |
| Must be able to use assessments of pupils learning to inform future planning | ✓ |  |
| Ability to plan and work collaboratively with colleagues | ✓ |  |
| **Personal Qualities** |  |  |
| Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children | ✓ |  |
| A teacher with a flexible approach to work who enjoys being a good team member | ✓ |  |
| Must have good communication skills both orally and in writing | ✓ |  |
| Must be able to manage own work load effectively | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | ✓ |  |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit | ✓ |  |
| To practice equal opportunities in all aspects of the role and around the work place in line with policy | ✓ |  |
| To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post | ✓ |  |