Stondon Lower School



Hillside Road Lower Stondon Bedfordshire SG16 6LQ

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Headteacher: - Miss Sarah Woodham

JOB DESCRIPTION (Full Time Class Teacher)

Job Title: Class Teacher

Responsible to: Headteacher

Overall Purpose of the Position

You are required to carry out duties of a class teacher as set out in the relevant paragraphs of the most recent "Teachers' Pay and Conditions Document". In addition, you are required to carry out any professional duties that are reasonably required by your Headteacher.

To adhere to the school's stringent safeguarding procedures, including the PREVENT agenda. An enhanced DBS certificate will be required for this position

Teacher

You are required to:

- 1. Teach and supervise classes and pupils as directed by the Headteacher
- 2. Support the philosophy and Values ethos of the school showing initiative, enthusiasm and reliability.
- 3. Work with all members of staff, teaching and non-teaching, and be part of a whole-school team.
- 4. Foster good relationships and be prepared to work with parents, at or with our partner school in our Federation and with other outside agencies
- 5. To meet the teachers' standards 2013

Class Teacher

You are required to carry out professional duties of a class teacher as circumstances may require under the direction of the Headteacher.

Teaching tasks include:

- 1. Plan and prepare lessons and classroom activities following the National Curriculum.
- 2. Teach according to the educational needs of the class and pupils, including setting and marking of work and homework
- 3. Assess, record and report on the development, progress and attainment of pupils.
- 4. Promote the progress and wellbeing of all individual pupils.

- 5. Provide guidance and advice to pupils on educational, social and emotional matters.
- 6. Make records of and reports on the personal, educational and social needs of the pupils.
- 7. Communicate and consult with the parents of pupils for the benefit of those pupils.
- 8. Communicate and co-operate with persons outside the school
- 9. Participate in meetings arranged for any of the purposes described above.
- 10. A commitment to ensuring safeguarding procedures are met and promoting the welfare of children.

*Appraisal

Participate in any arrangements for the appraisal of your performance. Under the overall direction of the new Appraisal guidelines, agree targets to be reviewed annually.

<u>CPD</u>

Participate in arrangements for further training and professional development as a teacher in line with support identified in appraisal and with whole school development priorities.

Management

Take part in the review, development and management of activities related to the curriculum, organisation and pastoral functions of the school.

*Subject Leader

If agreed, to undertake the responsibilities of a Subject Leader and any necessary associated training.

<u>Review</u>

This job description will be reviewed annually at appraisal and may be amended at any time after consultation with you.

*Relates to non-ECT applicants						
Signed:	Name:	Date:				

STONDON LOWER SCHOOL

Person Specification

Class Teacher (Full Time)

Attributes	Essential	Desirable
Qualification and Experience		
 Qualified teacher status Experience of working with children in the lower school age group in 	✓ ✓	
Early Years, KS1 or KS2		
3. Evidence of subject leader role (or willingness to work towards)4. Experience of teaching pupils with a range of abilities	*	
Professional		
riojessional		
Meet the revised teacher standards June 2013	√	
2. An understanding of how children learn	✓	1
3. The knowledge, skills and understanding of how to structure and		•
implement an inspirational and effective Early years provision		
4. An understanding of the role of an effective class teacher	✓	
5. Ability to meet the social and emotional needs of pupils6. Effective oral and written communication skills	✓	
	✓	
7. Ability to create and maintain a stimulating learning environment8. Willingness to teach in Key Stage 2 or Key Stage 1	✓	
9. Willingness to lead a curriculum subject as agreed (if appropriate)	✓	
10. Seek opportunities to develop wider professional responsibilities	✓	
11. An interest in leading extra-curricular activities.	✓	✓
 Additional activities. Ability to use classroom ICT to support teaching and learning and a teacher's other professional duties. 	✓	
13. A commitment to ensuring safeguarding procedures are met and promoting the welfare of children.	✓	
14. To adhere to the school's stringent safeguarding procedures, including the PREVENT agenda. An enhanced DBS certificate will be	✓	
required for this position	✓	
Personal		
1. A commitment to achieving high standards and continuous	✓	
improvement, through reflective practice and a willingness to learn Willingness to promote Values education and a growth mindest	_	
Willingness to promote Values education and a growth mindset throughout the school		
3. Energy and enthusiasm, resilience and a positive attitude	✓	
4. Use a positive approach to behaviour management which sets high expectations of behaviour for all pupils	✓	
Ability to maintain positive, professional relationships with colleagues and parents	✓	
6. Commitment to working as part of a whole school team	✓	
7. Well organised	✓	
8. Willingness to embrace change in an evolving profession	✓	

9. Passionate about and have curriculum knowledge, skills and understanding in humanities subjects including RE, Science/DT or PE		✓