

Job Description and Person Specification – Class Teacher

Job title: Class teacher

Salary: MPS/UPS

Contract type: part time/full-time /maternity cover/fixed term/ permanent

Reporting to: Phase Leader, Assistant Head Teacher and Head teacher

Purpose of post:

The post holder has a teaching commitment in EYFS/KS1/KS2. The teacher will contribute to the School Plan, supporting the ethos, aims and vision of the school.

Duties and responsibilities:

The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions document and will undertake class teaching in a designated year group.

1. Meet the expectations set out in the Teachers' Standards.
2. Assist in whole school, year group and lesson planning which meets the needs of all pupils.
3. Co-ordinate/act as subject specialist in a designated area, contributing to the design of an engaging and purposeful curriculum for all pupils.
4. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment to secure good progress for all pupils.
5. To be responsible for the day-to-day work and management of the class, and the safety and welfare of the pupils, during on-site and off-site activities.
6. Support the school's pastoral system, and ethos with adherence to the behaviour policy, maintaining good order and discipline.
7. Take part in and contribute to the school's performance management and appraisal procedures, as appropriate to career stage expectations, including coaching and mentoring colleagues, monitoring of teaching and learning in specified areas, development of support staff.
8. Ensure personal professional development, being up to date with national and local developments, participating in whole school and individualised INSET and sharing good practice with others.
9. Make a positive contribution to the wider life and ethos of the school.
10. Comply with and contribute to the development, implementation and evaluation of the school's policies, practices and procedures, in support of the school's values and vision.
11. Communicate effectively with pupils, parents, carers and staff.

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

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

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

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Teaching in the relevant subject area.	1,2	Working with children with English as an Additional Language.	1,2
	Using data to inform target setting and planning.	1,2		
Skills/ Abilities	Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies).	1,2	Able to coach and mentor others.	1,2
	Able to use IT to support both the curriculum and work organisation.	1,2		
	Able to work as part of, and contribute to, a whole-school, multi-disciplinary team.	1,2		
	Able to monitor and evaluate teaching and learning.	1,2		
	Able to identify the necessary resources which ensure high quality teaching and learning.	1,2		
	Able to assess the needs of individuals to inform lesson planning.	1,2,5		
	Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly.	5		
Equality Issues	Demonstrable commitment to inclusive teaching and learning.	2,5		
	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	1,2		
Specialist Knowledge	Subject/KS, curriculum knowledge	1,2,5		
Education and Training	Qualified Teacher Status	4	Evidence of meeting the threshold standards. Sustained and substantial performance in the threshold standards.	1,2
	Evidence of ongoing cpd.	1,2		1,2
Other Requirements				

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

Because of the nature of this job, it will be necessary for a Disclosure & Barring Service check to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via <http://www.gov.uk/government/publications/dbs-code-of-practice>

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The postholder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.