Job title: KS2 Classteacher

Salary: Main Pay Scale Range – M3 – M6

Contract Type: Full Time - Fixed Term

Reporting to: Headteacher

# Main purpose

**The teacher will:**

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document;
* Meet the expectations set out in the Teachers Standards statutory framework.

**Duties and responsibilities of a Teacher shall include the following:**

**Overall Functions**

* To teach and educate pupils according to the educational needs, abilities and attainment potential of individual pupils entrusted to his/her care by the Headteacher.

**Main Responsbilities:**

**Teaching**

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work;
* Provide enrichment opportunities to extend learning beyond the classroom;
* Plan opportunities to contribute to pupils’ persona, spiritual, moral, social and cultural growth and development;
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
* Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils;
* Adapt teaching to respond to the strengths and needs of pupils;
* Set high expectations which inspire, motivate and challenge pupils;
* Promote good progress and outcomes by pupils;
* Demonstrate good subject and curriculum knowledge;
* Participate in arrangements for preparing pupils for external tests and school formal assessments;
* Use whole school teaching philosophy or teaching approaches ( Blooms Taxonomy, Building Learning Power and Metacognition Pedagogy) to develop lifelong and effective learners;
* Maintaining good order and discipline of pupils and safeguarding their health and safety at all times;
* Ensuring the safe custody and optimum use of equipment normally used by oneself during lessons and sees to its regular servicing and maintenance;
* Ensure that pupils’ work are routinely marked up to date and to a high quality using the School’s Effective Feedback Marking Policy.
* Evaluate her/his own teaching critically and use this to improve her/his effectiveness
* Half-termly and weekly planning to be written within first week of each half-term and submitted into Headteacher or Deputy for monitoring and evaluation purposes.

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision;
* Make a positive contribution to the wider life and ethos of the school;
* Work with others on curriculum and pupil development to secure co-ordinated outcomes;
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach;
* Participating in school assemblies;

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils at all times;
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a happy and safe learning environment;
* To adhere, implement and monitor the school’s Health and Safety, Behaviour and Discipline and Safeguarding and Child Protection policies;
* Communicate effectively with pupils, parents and carers;

**Professional development**

* Take part in the school’s appraisal procedures;
* Take part in further training and development in order to improve own teaching;
* Where appropriate, take part in the appraisal and professional development of others.

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school;
* Develop effective professional relationships with colleagues;
* Regularly discussing, monitoring the work being carried out by the teaching assistant and support teachers in the class;
* Ensuring that schemes and forecast of work carried out in class are handed to the teaching assistant in good time so that the necessary adaptations and resources are made for use with pupils with individual needs in class;
* Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organisation and administration of the school;

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality;
* Understand and act within the statutory frameworks – Teacher Standards) setting out their professional duties and responsibilities;
* Work with assigned class assistants effectively, discussing, planning and co-ordinating whole class, groups or one-to-one support as identified;
* Adhere to the School’s Code of Conduct Policy for Teaching and Non-Teaching staff and Safeguarding and Child Protection Policies at all times.

**Management of staff and resources** ( *relevant for teachers with additional responsibilities*)

* Direct and supervise support teaching assistants and staff assigned to them, and where appropriate, other teachers;
* Receive regular and up-dated Safeguarding and Child Protection training and guidance;
* Contribute to the recruitment and professional development of other teachers and support staff;
* Deploy resources delegated to them;
* Ensure effective and efficient management and organisation of learning resources, including ICT equipment, subject equipment and resources (pertinent to assigned role of responsibility );
* Use accommodation to create an effective and stimulating environment for the teaching and learning both in and out of class;
* Ensure a safe working and learning environment in which risks are properly assessed.

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

# Person specification

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| --- | --- |
| Criteria | Qualities |
| **Qualifications and experience** | * Qualified teacher status * Degree * Successful primary teaching experience |
| **Skills and knowledge** | * Knowledge of the National Curriculum * Knowledge of effective teaching and learning strategies * A good understanding of what constitutes effective teaching and learning in primary education * Ability to adapt teaching to meet pupils’ needs * An understanding of effective monitoring, evaluation and assessment * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behaviour management strategies * Good ICT skills, particularly using ICT to support learning * Understanding of safeguarding and child protection procedures * Adaptable and resourceful to meet new challenges |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Ability to work as a team within a small school environment * Be creative and inspirational with high expectations of pupils’ attainment and progress * Understand when and how to seek advice and support |

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

Last review date: September 2022

Next review date: September 2024

Headteacher’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: