



Class Teacher

Job Description and Person Specification

Responsible To: Headteacher

This job description outlines the duties required for the Teacher to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level of responsibility entailed.

Purpose of Job:

To be an enthusiastic teacher whose classroom practice consistently demonstrates an ability to help children achieve success with their learning. You will be expected to provide an effective, stimulating and well organised classroom.

Introduction:

You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation. You should participate fully in the life of the school, working with the whole staff to devise and agree school policies and procedures in line with national and local expectations.

Key Responsibilities

1. Class Teacher

This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at St. Margaret's Academy.

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice

- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school, promoting the school's aims and values
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

2. Performance Management

- To undertake annual Performance Management, setting and agreeing targets linked to school development plan priorities with the Headteacher.
- Take shared responsibility for your own continuing professional development by participating in a range of professional development opportunities (eg. staff training, staff meetings, INSET days, LA and other external training) maintaining a portfolio of training undertaken.
- Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities.

Safeguarding

- Everyone who works at St. Margaret's Academy has the responsibility for promoting the safeguarding and welfare of children.
- To conduct risk assessments at venues as and when required.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures for Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Designated Safeguarding Lead or Headteacher.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with the teaching staff prior to activities.
- To promote learning opportunities that raise pupil awareness of how to keep safe.

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This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.		Shortlisting E Essential D Desirable
Professional Qualifications		
Qualified Teacher Status		E
Degree or Equivalent		D
Knowledge & Understanding		
Understand the purpose, structure and balance of the 2014 National Curriculum and its requirements.		E
Able to talk about characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement		E
Good understanding and use of assessment, including target setting and tracking		E
Understanding of effective techniques and policies for behaviour management		E
A good understanding of the requirements of transition between key stages		E
Ability to analyse, prioritise and meet deadlines		E
Commitment to safeguarding and promoting the welfare of children		E
Commitment to supporting community/external agencies involvement in school		E
Experience of leading a subject across the whole school		D
Good knowledge of IT and effectively using it to make strong cross curricular links		D
Personal Qualities		
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges		E
Approachable, caring and empathetic		E
Works well as part of a team		E
Flexible, listens and is prepared to seek advice and support		E
Demonstrates a concern for the pastoral & spiritual welfare of all in the school		E
Committed to continuing professional development for self and others		E
Committed to active parental involvement		E
Able to deal sensitively with people and resolve conflict		E
Commitment to making learning fun		E