



# Class Teacher Job Description

## Job details

**Salary:** MPR/UPR

**Contract type:** Full-time, permanent

**Reporting to:** Headteacher

## Main purpose

The Class Teacher will:

- To provide high quality teaching and learning that enables all pupils to achieve their full potential academically, socially and emotionally, in line with the school's vision, values and policies.
- Fulfil the professional responsibilities of a class teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

## Duties and responsibilities

### Teaching and learning

- Plan, prepare and deliver engaging, well-structured, effective lessons in line with the National Curriculum and the school's schemes of work
- Demonstrate good subject and curriculum knowledge
- Use a range of teaching strategies and adapt teaching to meet the needs of all learners, including SEND and disadvantaged pupils
- Assess, record and report on pupils' progress accurately and effectively
- Provide constructive feedback that supports pupils' learning and development
- Set high expectations which inspire, motivate and challenge pupils, ensuring excellent progress and attainment
- To provide verbal and written reports as necessary to parents and other agencies.
- Effectively direct support staff assigned to them to work with children

## **Classroom Environment and Behaviour**

- Create a safe, inclusive and stimulating learning environment
- Promote positive behaviour and relationships in line with the school behaviour policy
- Establish clear routines and expectations that support learning

## **Pastoral Care**

- Take responsibility for the pastoral welfare and safeguarding of pupils
- Build positive relationships with pupils to support wellbeing and personal development
- Work effectively with parents/carers, external agencies and support staff

## **Personal and professional responsibilities**

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Work collaboratively with colleagues to support curriculum development and school improvement
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Participate fully in staff meetings, training and professional development opportunities
- Reflect on own practice and engage in continuous professional development
- Contribute positively to the wider life of the school

## **Safeguarding and Welfare**

- Safeguard and promote the welfare of children at all times
- Follow school policies, including safeguarding, health and safety and equal opportunities

Please note that this job description 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 post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

# Person Specification

CRITERIA	QUALITIES
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Relevant Degree</li> <li>• Successful primary teaching experience</li> <li>• Experience supporting pupils with SEND or additional needs</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Strong knowledge of the primary curriculum and assessment requirements</li> <li>• Understanding of effective teaching, learning and behaviour management strategies</li> <li>• Awareness of safeguarding and child protection responsibilities</li> <li>• Knowledge of inclusive practice and adaptive teaching</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Understanding of current educational initiatives and best practice</li> <li>• Excellent communication and interpersonal skills</li> <li>• Well motivated and able to work independently or as part of a team</li> <li>• Good IT skills, particularly using IT to support learning</li> <li>• Good organisational and time-management skills</li> <li>• Ability to lead or contribute to curriculum development</li> <li>• Skills in using assessment data to support pupil progress</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Adaptable, reflective, energetic and resilient</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• A caring and positive attitude - sensitive to children's needs</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> <li>• Willingness to contribute to the wider life of the school</li> </ul>

*The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.*