

Job Description

Post title: Class Teacher (Primary)

Contract: Permanent, Full Time

Pay range: MPS/UPS

Line manager: Head of School

Location: Baildon Glen Primary School

Purpose of the Role:

To be responsible for the teaching of children and young people in the school as directed by the Head of School, being accountable for the quality of learning and the expected standards of learner attainment and achievement within designated subject/curriculum/year group through a systematic focus on high quality, innovative teaching.

Key responsibilities:

Safeguarding

To uphold the school's policies in respect of Safeguarding and Child Protection, and ensure the safety and well-being of all learners.

Line Management

Meet regularly with the line manager to ensure clarity of understanding of a range of issues

Quality of Teaching

Plan and deliver high quality lessons in accordance with school's requirement, and national curriculum/examination board requirements, ensuring:

- Lessons are planned, prepared, resourced and delivered with a focus on high quality, imaginative and innovative teaching
- The use of Assessment for Learning strategies to maximise learning
- Planning takes into account the needs of the individual learners, liaising with support staff where appropriate
- Participation in school/faculty/subject team collaborative planning sessions, preparing lesson plans and schemes of work as agreed with the line manager
- Opportunities to further develop teaching skills, strategies and the use of new technologies are embraced

Quality of Learning

In delivering high quality lessons, systematically monitor, analyse and develop the quality of learning in the classroom by:

- Ensuring that lessons are focused on learning, that learners know what they will learn, how they can improve their learning and are given ample opportunity to demonstrate what they have learned
- Using Assessment for Learning techniques to facilitate high quality feedback to learners
- Assessing, marking, grading and commenting upon learners' work as required within the school/ faculty assessment policy
- Recording and monitoring learners' progress, holding accurate records and following the school reporting and assessment tracking procedures as required
- Monitoring learners' attendance and acting upon concerns as necessary
- Delivering PSHCE at designated times
- Tutoring and mentoring groups / individual learners as required
- Consistently using the school's positive behaviour strategies to maximise learners' participation and engagement in lessons
- Taking responsibility for interactive, stimulating learning environments

Learner Achievement

To be accountable for the standards of learner achievement of groups taught and individual learners within the groups by:

- Using baseline data and assessment records to evaluate the quality of achievement of individuals and/or teaching groups
- Maintaining on-going records of learner progress and achievement
- Monitoring the achievement of learners within the tutor/class group, setting agreed targets as required
- Meeting with individual line manager to agree challenging targets for individual learners and teaching groups
- Providing evidence of learner achievement and attainment as required
- Liaising with parents (by letter, phone, at consultation evenings, SRD days, option evenings etc.) to inform them of learners' progress

Safeguarding and Compliance

- Promote the safety and wellbeing of pupils and staff within the school
- Uphold the school's policies in respect of Safeguarding and Child Protection
- Through example and line management, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to

Resource Management

- Comply with the financial, health & safety, HR and other processes and procedures of the Trust
- Ensure that all the activities of the schools are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice



- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils
- Research, develop and share resources, ensuring adequate and strategic provision of learning materials to enhance teaching
- Work with colleagues in planning time to develop resources and advise line manager on resource requirements

CPD

Maximise opportunities for personal development by:

- Participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- Participating in annual self-reflection and Performance Management procedures, identifying and requesting INSET opportunities as necessary
- Participating in collaborative work and the sharing of best practice

General

All school staff are expected to:

- Work towards and support the school's vision and the objectives
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review



Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS <ul style="list-style-type: none"> • Qualified Teacher Status (Primary age range) • Degree level or equivalent qualification • Relevant further qualification 	E E D	Application and interview
EXPERIENCE <ul style="list-style-type: none"> • Recent successful experience as a Primary Teacher • Successful experience of raising standards • Successful experience of using positive pupil and classroom management strategies • Contributing to a positive ethos and working within the aims and policies of the school • Experience of teaching mathematics and English within a primary setting • Teaching phonics (Early Years and Key Stage 1 posts) • Experience of working in an Educational setting and in a Multi-Academy Trust • Teaching pupils in more than one key stage • Teaching phonics (Key Stage 2 posts) • Experience of leading one or more curriculum subject • Experience of leading a core subject 	E E E E E E D D D D D	Application and interview
KNOWLEDGE/SKILLS/ABILITIES (Core competencies) <ul style="list-style-type: none"> • Knowledge and clear understanding of the statutory framework for education, new and innovative developments within education • Detailed knowledge and understanding of education in the primary age phase, including tracking and monitoring pupil progress • Able to motivate and inspire children, staff, parents and Governors • Skilled in establishing and maintaining good professional relationships • Effective communication and organisation skills • Skilled in Curriculum management (planning, delivery & assessment) including assessment for learning strategies, and use of assessment data for target setting and planning to improve standards • Understanding of issues relating to: child protection/safeguarding children, the needs of learners with SEN/EBD and how to support children in developing the awareness required to live in a pluralist society • Familiarity with ICT in learning • Knowledge of the Ofsted framework 	E E E E E E E D	Application and interview
PERSONAL QUALITIES <ul style="list-style-type: none"> • Committed to raising standards • Able to work effectively as part of a team • Resilient • Well organised and able to work successfully on own initiative • Able to demonstrate enthusiasm, maturity and sensitivity when working with others 	E E E E E	Application and interview

The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.



This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

