



JOB DESCRIPTION – Class Teacher

Subject Responsibility – To be confirmed

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Job Purpose

- To carry out professional duties and to have responsibility for an assigned class.
- 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.
- To promote the aims and objectives of the school and maintain its philosophy of education.
- To assess children's progress and attainment using robust systems in place and present information to Senior Leaders termly.

Main duties and responsibilities

- 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, using positive reinforcement strategies and agreed hand signal, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities and learning styles.

- To ensure progress for all children through effective marking and feedback and ongoing assessment.
- 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.
- 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 build strong relationships with, 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, 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.
- 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.

Subject Leadership – To be confirmed

- Inspire and motivate through a passionate commitment to the subject, strongly held views about the nature of the subject and very good subject knowledge.
- Liaise with external providers/visitors to enhance curriculum provision across school.
- Manage and co-ordinate events where appropriate in liaison with office staff.
- Communicate a vision for their subject by contributing to the School Improvement Plan.
- Manage a cost centre effectively, ensuring value for money and impact on outcomes.
- Encourage innovation and creativity.
- Set high expectations in terms of visibility in and around the school exemplifying achievement and attainment.
- Have an expertise in their area or the ability to find expertise.
- Develop a growing expertise in the area of responsibility through CPD.
- Champion the subject- making it high profile within the school.
- Understand the school's current practice, how this compares locally and nationally and how to improve the provision and outcomes.
- Understand the children's attainment and achievement within your specified area.
- Self-evaluate the school's performance relentlessly focusing on the improving teaching and learning.
- Share good practice, up to date resources and research with the whole staff.

FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's Designated Safeguarding Leads.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This Job Description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the 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. This document must not be altered once it has been signed but will be reviewed when deemed appropriate.

Signature of Postholder _____ Date _____

Signature of Headteacher _____ Date _____



MYRTLE PARK PRIMARY SCHOOL
Personnel Specification
Class Teacher
November 2024



Post: Class Teacher

This table summarises our requirements of the person to be appointed:

Area	Essential Attributes	Desirable Attributes
Qualifications and Professional Development	<ul style="list-style-type: none"> ▪ Qualified Teacher Status ▪ Willingness to continue to learn ▪ Up to date training on National initiatives 	<ul style="list-style-type: none"> ▪ Evidence of further study ▪ Proactive attitude to own continuing professional development
Experience	<ul style="list-style-type: none"> ▪ Experience of working with children of Primary School age including children with Special Educational Needs in Key Stage 1 or Key Stage 2 ▪ Experience of working collaboratively with Teaching Assistants and other colleagues ▪ Experience of using assessment to raise standards ▪ Commitment to meeting the needs of all children 	<ul style="list-style-type: none"> ▪ Experience of working with parents
Special Knowledge	<ul style="list-style-type: none"> ▪ Knowledge and the ability to teach the National Curriculum, in the context of the primary school as a whole. ▪ Experience in using a range of appropriate teaching strategies 	<ul style="list-style-type: none"> ▪ Specialist knowledge of science through the whole primary school, and willingness to contribute to the development of this area; ▪ Knowledge of Assessment for Learning
Circumstances	<ul style="list-style-type: none"> ▪ Flexibility of circumstances should allow for some out of school hours working including extra curricular activities, twilight training and presentation evenings ▪ Physically fit to do the job of Class Teacher 	<ul style="list-style-type: none"> ▪ Able to contribute to out-of-hour activities
Disposition & Attitude	<ul style="list-style-type: none"> ▪ Enthusiasm for teaching ▪ Be excited about learning ▪ The ability to inspire, reassure and support children in their learning ▪ Willingness to undertake duties across the school as a whole ▪ Commitment to the school's aims ▪ Positive approach to teamwork ▪ Flexible approach to work ▪ Excellent communication skills ▪ Commitment to equal opportunities ▪ Be creative, innovative and able to inspire others ▪ A good sense of humour and a willingness to have a go! 	<ul style="list-style-type: none"> ▪ Sensitive to needs of others ▪ Willingness to take on new and exciting projects ▪ A cheerful disposition
Practical and Intellectual Skills	<ul style="list-style-type: none"> ▪ A committed and skilled classroom practitioner ▪ Excellent inter-personal skills ▪ Ability to inspire confidence of parents and children ▪ Be able to, and enjoy, working effectively as part of a team ▪ Able to use own initiative ▪ Ability to work and liaise with a range of people, including external agencies ▪ Have high expectations and be committed to raising standards 	<ul style="list-style-type: none"> ▪ Competent to take on the role of Subject Leader ▪ Enjoys being creative in the curriculum ▪ Excellent ICT skills