



BEAUMONT PRIMARY SCHOOL  
CLASS TEACHER  
JOB DESCRIPTION

You are required to undertake an appropriate share of the duties attaching to teachers generally within the School Teachers' Pay and Conditions Document under the reasonable direction of the Head teacher.
You are required to carry out such particular duties from the School Teachers' Pay and Conditions Document as the Head teacher may reasonably direct, together with further duties which are indicated below.
<b>Planning, teaching, assessing, recording and reporting</b>
- Be involved in year group, key stage and whole school planning meetings as necessary. Complete, maintain & evaluate long, medium and short term plans to ensure excellent teaching and learning which effectively meets the needs of the pupils according to school policy.
- Plan and prepare lessons which are appropriate to the age, ability and agreed targets of the pupils and classes to which you are assigned according to the requirements of the National Curriculum and our school's policies and schemes of work; ensure that set work is appropriately differentiated and challenging according to the various abilities of the children assigned to you.
- Assess, record and report upon the progress made by pupils assigned to you as required by the National Curriculum, Governors and Head teacher as well as maintaining on-going assessments of children's academic, social, moral, spiritual and physical development.
- To provide feedback to children about their work to ensure continuity, progression and excellent presentation in accordance with the schools agreed feedback policy.
- Make appropriate use of a variety of teaching styles and resources, as well as children's own preferred learning styles, in order to meet the various educational, social, spiritual and physical needs of the pupils to whom you are assigned.
- Maintain a high standard of discipline within your classroom and throughout school, in order to promote a positive and safe learning environment.
- Identify children with special educational needs, including able and talented children, be involved in the assessment of those children, along with the SEN Co-ordinator; provide reports for and attend meetings with colleagues from and beyond school, as necessary, in support of the children.
- Ensure that the parents of children whose names are to be placed on the SEN register have been properly consulted, that they understand what is happening and why and that their consent has been received
- Ensure that all children whose names have been placed on the SEN register have relevant and up-to-date IEP/IBPs that are regularly reviewed in consultation with the parents/carers and children themselves
- Prepare for and attend parents' information evenings as arranged
- Actively support, develop and implement the school's approach of providing excellence for and seeking excellence from every child.
- Actively support those aspects of school self-evaluation and school improvement over which you have direct influence, e.g. raising standards of pupils' attainment, demonstrating and insisting upon the highest standards of behaviour throughout school.
- Carry out all of your responsibilities with due regard to ensuring that all of the children for whom you have direct or indirect responsibility are valued and respected for their own qualities, talents and abilities.

To lead, initiate, research and plan one area of the school curriculum. To maintain and enhance school policy and practice in this area (relevant to your level of professional development).

### **Community Responsibilities**

- Liaise with parents and other individuals/agencies to promote the well-being and development of children.
- Attend Parents' Evenings, extra-curricular and parents' association activities. To promote the partnership between school, home and the local community.

### **Performance Management**

- Participate in arrangements within the school's agreed framework for performance management.

### **Training and Development**

- Have a positive attitude towards staff development and participate in and contribute towards individual, Key Stage and whole staff training, including staff meetings, INSET days and LA and other external courses etc. and report to colleagues as appropriate regarding courses attended.
- Review your methods of teaching, schemes of work and styles of classroom management and any other aspects of your professional development and duties

### **Management**

- Take part in the review, development and management of activities relating to the curricular, organisational and pastoral functions of the school.
- Contribute to the professional development of teaching and non-teaching colleagues including the induction of and assessment of newly qualified/appointed staff.
- Attend assemblies, register the attendance of pupils and supervise pupils wherever they may be on the school site.

### **Child Protection**

- Report any issues of child protection immediately to the head teacher or, in her absence, to the DSL.
- Ensure that you are entirely familiar with the school's Safeguarding and Child Protection Policy and if in doubt about it, consult with the head teacher.

### **Health and Safety**

- Carry out all duties and responsibilities with due regard to the health and safety of all pupils, colleagues and visitors to the school site.
- Ensure that you are aware of all aspects of health and safety policy with regard to the school site and follow that policy.
- Inform the school site manager of any concerns with regard to issues of health and safety.

### **Equal opportunities**

- Carry out all responsibilities with due regard to all relevant aspects of equal opportunities policy.
- Inform the head teacher of any concerns with regard to issues of equal opportunities

## Person Specification for Teachers

Essential requirements	Means of assessment
DfE recognised QTS	Application form
Successful experience of teaching pupils within the primary age range with experience in early years / Key Stage 1 / Key Stage 2.	Application form Interview Letter of application Reference
Use a range of teaching and learning strategies and classroom management styles which reflect the needs of the children and the demands of the curriculum to ensure that all pupils make the highest progress of which they are capable in all areas of their development.	Letter of application Interview Classroom observation Reference
Be entirely familiar with and have a high level of competence in delivering the National Curriculum relevant to the phase within which they teach and across the school.	Letter of application Interview Classroom observation Reference
Have relevant experience of working toward and achieving demanding pupil and professional targets.	Letter of application Interview Portfolio of evidence indicating targets and outcomes Reference
Have the ability to process data effectively and use outcomes constructively.	Letter of application Interview Reference
Have the ability to motivate pupils, parents and colleagues to achieve high standards in all areas of pupil development.	Letter of application Interview Reference
Have the ability to work collaboratively and effectively with a range of professionals to ensure that pupils achieve the highest standards of which they are capable.	Letter of application Interview Reference
Have the ability to write, implement and review high quality individual education and behaviour plans.	Letter of application Interview Portfolio of evidence Reference
Have the ability to adapt to change positively and use new initiatives to improve the quality of teaching and learning within your own classroom and beyond.	Letter of application Interview Reference
Work according to agreed school policies, principles and procedures including maintaining records of children's work and performance very high standards	Letter of application Interview Reference
Be a model of professional excellence for colleagues, pupils and parents within school.	Letter of application Reference
Lead one area of the curriculum effectively and efficiently if not ECT.	Letter of application Interview Reference
Be committed to continuous self-evaluation and improvement and have a positive attitude toward participating in and leading INSET.	Letter of application Interview Reference
Be prepared to participate in an extra-curricular activity	Letter of application Reference

*This job description reflects the position at the present time only and may be reviewed during the year*