



## Lowerplace Primary School - Job Description for Class Teacher

### Planning, teaching and classroom management

- ❖ Take into account school, local and national priorities
- ❖ Have regard to the curriculum of the school and with a view to promoting the development and the abilities and aptitudes of the children in any class assigned to him/her
- ❖ Liaise with colleagues and to ensure learning and teaching is well planned and the highest quality standards are achieved
- ❖ Ensure best use of available time
- ❖ Identify clear teaching objectives and specifying how they will be taught and assessed
- ❖ Ensure there is a clear focus on the development of pupils' literacy and numeracy skills
- ❖ Provide clear structures for lessons: maintaining pace, motivation and challenge
- ❖ Make effective use of assessment and ensure coverage the curriculum
- ❖ Monitor and intervene to ensure sound learning and discipline
- ❖ Evaluate own teaching critically to improve effectiveness
- ❖ Use a variety of teaching and learning strategies which involve planned adult intervention, experiential learning, problem solving, active participation, structure and spontaneous play opportunities
- ❖ Give every child the opportunity to reach their potential and meet high expectations
- ❖ Set clear targets, building on prior attainment
- ❖ Set tasks which challenge pupils and ensure high levels of interest
- ❖ Set appropriate and demanding expectations of learning and behaviour
- ❖ Employ effective behaviour management techniques
- ❖ Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- ❖ Embrace use of digital technologies to enhance teaching and learning
- ❖ Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the area of learning/subject
- ❖ Develop pupils' thinking, independence and lifelong learning skills
- ❖ Use indoor and outdoor environments to support and enhance learning
- ❖ Value and encourage 'pupil voice' to develop pupils' natural curiosity

- ❖ Manage learning support assistants and other adults in the classroom
- ❖ Safeguard pupils' health and safety and welfare both in school and on educational visits or other authorised school activities

### **Monitoring, Assessment, Recording and Reporting**

- ❖ Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- ❖ Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- ❖ Mark and monitor pupils' work, and set targets for progress in line with school policies
- ❖ Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- ❖ Consult with parents when necessary
- ❖ Participate in review meetings for pupils on the SEN Register
- ❖ Keep records of pupil progress in line with school policies
- ❖ Participate in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations, conducting such examination and recording and reporting such assessments

### **Other Professional Requirements**

- ❖ Having a working knowledge of teacher's professional duties and legal liabilities
- ❖ Operate at all times within the stated policies and practices of the school
- ❖ Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- ❖ Take responsibility for their own professional development and duties in relation to school policies and practices
- ❖ Participate in arrangements made for Performance Management/Induction in the school
- ❖ Ensure that targets set at appraisal and action plans prepared are implemented
- ❖ Attend and participate in meetings and events related to school improvement and professional development, e.g. staff meetings, governors' meetings, training course, conferences, etc.
- ❖ Cooperate with staff and governors in formulating and implementing school improvement documents and policies
- ❖ Coordinate given areas/subjects; have expertise and advise and support colleagues

- ❖ Contribute to the corporate life of school through effective participation in meetings and management system necessary to coordinate the management of the school
- ❖ Promote the general progress of children and wellbeing of all children in the school
- ❖ Communicate and cooperate with parents of children, governors, persons or bodies outside the school
- ❖ Contribute to the wider life of the school through the extra-curricular activities and community events
- ❖ Participate in administrative and organisational tasks related to such duties as described, including the direction or supervision of persons providing support for the teachers in the school
- ❖ Supervise children at other times, e.g. playground, school trips etc
- ❖ The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

#### **Qualifications and Experience**

- ❖ Qualified Teacher Status with minimum one year experience

#### **Supervisory Responsibilities**

- ❖ Teaching Assistants, Students, Work Experience as appropriate

#### **Supervision Received**

- ❖ Phase Leader, Deputy Headteacher, Headteacher

#### **Principal Contacts**

- ❖ Deputy Headteacher, Headteacher

### Teacher Person Specification

Requirement	Essential/ Desirable	Source
<b>Training and qualification</b>		
Qualified Teacher Status	E	A
<b>Aptitude and Skills</b>		
Ability to excite, challenge and empower children	E	AIR
High expectations of learning and behaviour	E	AIR
Implements excellent behaviour and discipline strategies	E	IR
Ability to develop higher order thinking and enquiry	E	AI
Skilled, confident and enthusiastic user of digital technologies	E	AIR
Ability to lead and coordinate a curriculum area/subject	E	AR
Creative, flexible and adaptable	E	A
<b>Personal skills/abilities</b>		
Excellent verbal and written communication skills	E	R
Highly motivated and enthusiastic	E	AI
Excellent organisational skills and time management	E	AI
Embraces change and strives to be innovative	E	AI
Ability to work effectively as part of a team	E	IR
Willing to lead an extra-curricular activity	D	AI
The ability to converse at ease with customers and service users and provide advice in accurate spoken English	E	AIR
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the	<b>E</b>	<b>AI</b>

welfare of children		
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A= Application Form / I = Interview / R = Reference