



Shawclough C.P. School
Thrum Hall Lane. Rochdale. OL12 6DE

Telephone & Fax: 01706 647991
Email office@shawclough.rochdale.sch.uk
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Shawclough Community Primary School

KS2 Class Teacher (M1-UPS3)

- 1.1 Job Title:** Class Teacher
- 1.2 Salary Scale:** Teachers Pay scale M1-M6
- 1.3 Working time:** Full time as specified in within the School Teachers' Pay and Conditions Document.
- 1.4 Special Conditions of Service:** All post requires satisfactory pre-employment checks including enhanced DBS clearance prior to appointment. From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.
- 1.5 Line Management:** Reporting to – Headteacher/Deputy Head/Assistant Head
Responsible for – Specified Teaching Assistants
- 1.6 Liaising with:** Headteacher, Senior Leadership Team, Teachers, Support Staff, Parents, LEA Representatives, External Agencies

Main Purpose of the Role

The primary purpose of the Class Teacher role at Shawclough Community Primary School is to provide high-quality teaching and learning experiences that enable all children to reach their full potential. As a Class Teacher, you will be responsible for planning, delivering, and assessing a broad, balanced, and differentiated curriculum that meets the needs of the diverse learners in your class. You will work collaboratively with colleagues to promote an inclusive and nurturing environment that aligns with the school's distinctive ethos and values.

Key Responsibilities and Duties

School Ethos

1. Play a full part in the life of the school community, supporting its distinctive ethos of care, creativity, and high expectations.

2. Actively support the school's policies relating to equality, diversity, inclusion, health, safety, and well-being.
3. Promote the school and celebrate its success at every opportunity.
4. Follow the Staff Code of Conduct and all Safeguarding advice and guidelines.
5. Perform duties in accordance with the school's Equal Opportunities Policy.

Curriculum Planning and Provision

1. Help develop and maintain a curriculum in line with the National Curriculum and school policy to meet the needs of individual children within your class.
2. Work with other members of staff to promote inclusion within the curriculum.
3. Monitor and evaluate the curriculum, and review appropriate planning, assessment, record-keeping, and reporting procedures as requested.
4. Ensure effective use and maintenance of all material teaching resources within your classroom area and working environment, and use available resources effectively to support the curriculum.

Teaching and Learning

1. Produce coherent lesson plans that ensure continuity and progression, take account of the individual needs of the pupils, and encourage the development of independent learners.
2. Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
3. Present appropriate, demanding subject content, skills, and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
4. Develop, maintain, and use resources appropriate to chosen learning objectives.
5. Ensure the effective deployment of teaching assistant support in the classroom and maintain positive working relationships.
6. Analyse and evaluate children's learning and assessment to inform future planning and teaching and learning activities.
7. Create and maintain an orderly, safe, stimulating, and informative classroom environment.
8. Maintain good practice and implement changes in accordance with developments in educational theory and practice.
9. Seek continuing professional development.
10. Set pupil targets, assess progress, and maintain records in accordance with school policy.
11. Work collaboratively with teaching colleagues, sharing good practice.

Pastoral Care

1. Develop positive relationships with all children based on their achievements and promote their general progress, well-being, and participation in all aspects of school life.
2. Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality, and behaviour.
3. Alert Phase Lead/Senior Management of any complex problems experienced by pupils, as appropriate, and make recommendations for how they can be resolved.
4. Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
5. Maintain a system of rewards and sanctions that is understood and appreciated by pupils and parents.



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Parental Involvement and Partnership Working

1. Report appropriately to parents on the needs and progress of their children.
2. Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
3. Contribute to the development of the school's links with the local community and other schools.
4. Demonstrate the ability to converse at ease with customers and service users and provide advice in accurate spoken English, which is an essential requirement of this post.

Performance and Professional Development

1. Engage actively with the annual performance management review process, in accordance with the school's policy.
2. Take shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
3. Ensure colleagues receive information and feedback on professional development activities undertaken.
4. Take an active part in the development of the school, including developing specialist areas of interest.

Other Responsibilities

1. Responsibility for the safety and welfare of self, colleagues, and students in accordance with the Health and Safety Policies of Shawclough Community Primary School and current legislation.
2. Support the school's Health and Safety Policy.
3. Safeguard pupils when they are on the premises and when they are engaged in authorised school activities elsewhere.
4. Participate in meetings related to communication with parents and/or support agencies.
5. Participate in meetings related to the school's curriculum, administration, or organisation, including pastoral arrangements.
6. Support PTA meetings and functions.
7. Register attendance of pupils and supervise pupils, whether these duties are to be performed before, during, or after school sessions.
8. Share responsibility for leading assemblies.

Skills and Competencies

- Excellent subject and curriculum knowledge, with the ability to adapt teaching to respond to the strengths and needs of all pupils
- Strong classroom management skills, with the ability to maintain good order and discipline
- Effective use of assessment to monitor progress, set targets, and plan subsequent lessons

- Excellent communication and interpersonal skills, with the ability to work collaboratively with colleagues, parents, and other professionals
- Commitment to promoting the safety and well-being of all pupils
- Ability to create a stimulating and inclusive learning environment that fosters a love of learning
- Strong organisational and time management skills
- Resilience and the ability to adapt to change
- Commitment to continuous professional development and a willingness to share good practice

Professional Development

At Shawclough Community Primary School, we are committed to supporting the professional development of our staff. As a Class Teacher, you will have access to a range of training and development opportunities, both within the school and through external providers. This will include opportunities to develop your subject knowledge, pedagogy, and leadership skills, as well as support for your overall career progression.

Safeguarding

Safeguarding and promoting the welfare of children is of paramount importance at Shawclough Community Primary School. As a Class Teacher, you will be responsible for:

1. Working in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies.
2. Collaborating with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
3. Actively promoting the safeguarding of all pupils in the school.

Job description prepared by: _____ Date: _____

Post Holder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder