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**Class Teacher**

**Job Description**

Heyes Lane Primary School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Job Details

**Job title:** Class Teacher

**Salary:** Main Scale

**Contract type:** Full-time, permanent/temporary

**Reporting to:** The headteacher, members of the senior leadership team (SLT) and the governing body

**Responsible for**: A subject area leader

# Main purpose

The teacher will:

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
* Meet the expectations set out in the Teachers’ Standards

# Duties and responsibilities

Teaching

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s vision and values
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development to secure coordinated outcomes
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Professional development**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Take part in the appraisal and professional development of others, where appropriate

**Communication**

* Communicate effectively with pupils, parents and carers
* Communicate with parents/carers via Seesaw to share the children’s learning

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources**

* Direct and supervise support staff assigned to them, and where appropriate, other teachers
* Contribute to the recruitment and professional development of other teachers and support staff
* Deploy resources delegated to them

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

Other areas of responsibility

* As subject leader, your role is to provide professional leadership and management for that subject area, including:
* Promoting high quality teaching, effective use of resources and improved standards of learning and achievement within your subject area
* As subject leader you must monitor, track and check full coverage of your subject and ensure all units of work are completed across the school.
* Complete book looks, scrutiny of seesaw posts and talk with children to understand the provision for your subject area and to consider areas of improvement.
* Liaise with the Curriculum Lead to feedback on ‘tweaks’, issues and provision to enable the curriculum to remain up to date and relevant.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.*

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**Class Teacher**

# Person Specification

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| criteria | qualities | essential or desirable? |
| **Qualifications and experience** | * Qualified teacher status
 | E |
| * Degree (BEd, BA, PGCE)
 | E |
| * Successful primary teaching experience in the chosen key stage
 | E |
| **Skills and knowledge** | * Knowledge of the National Curriculum/EYFS Statutory Curriculum
 | E |
| * Knowledge of effective teaching and learning strategies including a deep understanding of AfL strategies
 | E |
| * A good understanding of how children learn
 | E |
| * Ability to adapt teaching to meet pupils’ needs
 | E |
| * Ability to build effective working relationships with pupils, colleagues, parents and any outside agencies
 | E |
| * Knowledge of guidance and requirements around safeguarding children
 | E |
| * Knowledge of a relational approach to managing children
 | D |
| * Good ICT skills, particularly using ICT to support learning
 | E |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
 | E |
| * A reflective practitioner who embraces innovation and is open to change
 | E |
| * High expectations for children’s attainment and progress
 | E |
| * Ability to work under pressure and prioritise effectively
 | E |
| * Commitment to maintaining confidentiality at all times
 | E |
| * Commitment to safeguarding and equality
 | E |
| * Enjoy collaboration and working as part of a team
 | E |