

WESTFIELD COMMUNITY SCHOOL

JOB DESCRIPTION

NAME OF POSTHOLDER : _____

JOB TITLE : Class Teacher

SALARY SCALE : Teachers' Common Pay Spine

SECTION ONE : STATUTORY CONDITIONS

You are required to carry out the duties of school teacher as set out in the current School Teachers' Pay and Conditions Document. Pay is made in accordance with the same document.

INTRODUCTION TO THE FOLLOWING SECTIONS

- 1.1 Within the above statutory conditions, you are required to carry out the following responsibilities in consultation with the Headteacher.....

SECTION TWO : CURRICULUM

- 2.1 To help develop and maintain a curriculum in line with the new National Curriculum to meet the needs of individual children within your class, taking account of the wide range of ability
- 2.2. To work with other members of staff to ensure the range of abilities are catered for
- 2.3 To monitor and evaluate the curriculum offered and assist in maintaining and reviewing appropriate planning, assessment, record keeping and reporting procedures, as and when appropriate
- 2.4 To ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and to see that available resources are used efficiently to support the curriculum
- 2.5 To maintain good practice and implement changes in accordance with development in educational theory and practice
- 2.6 To maintain a good working environment within your classroom having particular emphasis on such aspects as organisation, lay-out, timing of sessions, activities and the ethos of the school

SECTION THREE : PASTORAL CARE

- 3.1 To maintain a system of rewards which is understood and appreciated by all concerned
- 3.2 To implement the schools positive behaviour management policy.
- 3.3 To ensure the orderly commencement and end of sessions times having due regard for the health and safety of pupils an others.
- 3.4 To follow all school policy and procedures regarding safeguarding.

SECTION FOUR : IN-SERVICE

- 4.1 To promote your own professional development by participation in appropriate in-service
- 4.2 To ensure that colleagues receive feedback from in-service courses attended, where appropriate

SECTION FIVE : PARENTAL INVOLVEMENT

- 5.1 To report appropriately to parents on the needs and progress of children in your class
- 5.2 To involve parents in the education of their children

SECTION SIX : ADDITIONAL NEEDS

- 6.1 To ensure that all pupils receive their full entitlement to education by making sure that all needs and requirements are catered for in the planning and implementation of relevant school curriculum and activities

SECTION SEVEN : PERFORMANCE MANAGEMENT & STAFF DEVELOPMENT

- 7.1 To take a shared responsibility with all colleagues in the agreed performance management process and to liaise closely with other staff on matters of appraisal and staff development
- 7.2 To meet all professional standards for teachers.

NOTES

REVIEW

This job description will be subject to an annual review in accordance with the Performance Management Cycle at the commencement of the next academic year.

Dated

Dated

Signed

Signed

Teacher

Headteacher

PERSON SPECIFICATION

	Essential	Desirable
TRAINING AND QUALIFICATIONS		
Qualified Teacher Status	√	
Degree	√	
Recent participation in a range of INSET		√
Proven experience of teaching in KS1	√	
To be RWInc trained and have recent experience of delivery	√	
PHILOSOPHY, PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Understanding of pupil's educational development	√	
Up to date knowledge and understanding of the curriculum and assessment	√	
To have recent experience of undertaking moderation of pupils' work		√
Effective teaching and learning strategies	√	
Local and national policies and statutory frameworks		√
Effective teaching and learning strategies	√	
PERSONAL SKILLS AND ABILITIES		
Good communication skills	√	
Good interpersonal skills	√	
Stamina and resilience	√	
Confidence	√	
Competent ICT user	√	
OTHER REQUIREMENTS		
Application should be completed in full	√	
Letter (if required) should be clear and concise	√	