



Job Description	
Post Title:	CLASS TEACHER
Responsible to:	Year Leader
Post Holder:	
Main Purpose of Job	
<p>To carry out professional duties and to have responsibility for an assigned class. To be responsible for the day-to-day teaching and management of the class and the safety and welfare of the pupils, during on-site and off-site activities. To promote the values, aims and objectives of the school.</p>	
Main Accountabilities	
<p>The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.</p> <ul style="list-style-type: none"> <li>• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.</li> <li>• To plan and prepare lessons in order to deliver the National Curriculum or Early Years Curriculum ensuring breadth and balance in all subjects.</li> <li>• To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.</li> <li>• To maintain good order and discipline among the pupils, safeguarding their health and safety.</li> <li>• To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.</li> <li>• To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.</li> <li>• To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.</li> <li>• To prepare appropriate records for the transfer of pupils.</li> <li>• To ensure effective use of support staff within the classroom, including parent helpers.</li> <li>• To participate in staff meetings and additional training as required.</li> <li>• Contribute to the development and co-ordination of a particular area of the curriculum.</li> <li>• To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.</li> <li>• To ensure that school policies are reflected in daily practice.</li> <li>• To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.</li> <li>• To liaise with outside agencies when appropriate e.g. Educational Psychologist.</li> <li>• To be committed to improving teaching practice by taking part in continuing professional development opportunities offered by the school, maintaining a portfolio of training undertaken.</li> <li>• To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.</li> <li>• To support the Headteacher in promoting the ethos of the school.</li> </ul>	



- To promote the welfare of children and to support the school in safeguarding children through following relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

#### **Other**

- Participate in the performance review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- At all times operating within the school's equal opportunities framework.
- Carry out any other duties as directed by the Headteacher as may from time to time be agreed, in accordance with the nature of the job as described.
- To engage in Community led activities and contribute to the wider life of the school.
- To bring innovation and ideas to help improve the School Partnership.
- To exemplify the ethos of the school through professional and personal behaviours.
- To abide by our Values and Staff Code of Conduct.

#### **Health & Safety**

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in matters relating to health and safety. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

#### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

#### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR 2018.

#### **Safeguarding Children**

In accordance with the school's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" (September 2021) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You are required to have satisfactory Enhanced DBS clearance.



## Person Specification

Key	Selection Criteria: E- Essential D- Desirable	Evidenced from:			
		A- Application Form	I - Interview Process		
		E	D	A	I
<b>Qualifications</b>					
	A Degree	✓		✓	✓
	Qualified Teacher Status	✓		✓	✓
<b>Knowledge</b>					
	To have a clear understanding of the National Curriculum and EY Statutory Framework and its application	✓		✓	✓
	Knowledge of effective differentiation strategies that enable all children to make good progress	✓		✓	✓
	Commitment to further training/study to widen knowledge base	✓		✓	✓
	Ability to use a range of effective classroom management strategies	✓		✓	✓
	Knowledge and experience of working with pupils with a range of SEND		✓	✓	✓
	Good knowledge of relevant legislation and guidance in relation to working with, safeguarding and the protection of children and young people e.g. Keeping Children Safe in Education, Health and Safety at Work 1974, GDPR 2018, Freedom of Information Act 2010, The Equality Act 2010 etc	✓		✓	✓
<b>Communication</b>					
	The ability to communicate effectively in a verbal and written form to a range of audiences	✓		✓	✓
	Clear communication skills that demonstrates strong levels of English language skills	✓		✓	✓
	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓			✓
<b>Skills and Aptitudes</b>					
	The ability to teach all subjects across the primary age range		✓	✓	
	A willingness to work throughout the primary school	✓		✓	
	The ability to develop and maintain professional relationships and contribute positively to a year group team	✓		✓	
	The ability to contribute to a specific curriculum area or areas		✓	✓	
	Highly organised and motivated to manage the diverse roles of a class teacher	✓		✓	
<b>Personal Qualities</b>					
	High levels of professionalism, honesty and integrity and a highly ethical approach to all aspects of the role	✓		✓	✓
	Committed to raising the levels of achievement of children of all abilities.	✓			✓
	Flexible to change and willing to try new approaches	✓		✓	
	Openly committed to sharing values and supportive of others	✓		✓	
	Have high standards in terms of attendance, punctuality and meeting deadlines	✓		✓	
	Committed to safeguarding and promoting the welfare of children.	✓		✓	✓
	Clear understanding of equal opportunities and how to promote this in the classroom.	✓		✓	✓