# 

# Teagues Bridge Primary School

# Job Description

### Job Title: Class Teacher

### Scale: MPS

### Responsible to: The Headteacher and the Governing Body of the school

**Relationships:** Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

* Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
* Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
* Maintain the positive ethos and core values of the school, both inside and outside the classroom;
* Promote the school’s vision.
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
* Recognise the importance of safeguarding and that this is a priority at Teagues Bridge.
* Take responsibility for safeguarding.
* To manage the behaviour of the class.

### As a Class Teacher:

The Class Teacher will:

* Implement agreed school policies and guidelines;
* Support initiatives decided by the Headteacher and staff;
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
* Be able to set clear targets, based on prior attainment, for pupils’ learning;
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* Keep appropriate and efficient records, integrating formative and summative assessment into planning;
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
* Report to parents on the development, progress and attainment of pupils;
* Promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy;
* Participate in meetings which relate to the school's management, curriculum, administration or organisation;
* Communicate and co-operate with specialists from outside agencies;
* Make effective use of ICT to enhance learning and teaching
* Lead, organise and direct support staff within the classroom;
* Participate in the performance management system for the appraisal of their own performance, or that of other teachers

*DBS:*

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences, This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

*Where the post has been identified as “customer facing” under the requirements of the fluency duty, please insert the paragraph below:*

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring D level under the Common European Framework of Reference for Language (CEFR).

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

**Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will be expected to revise the job description from time to time and will consult with the post holder at the appropriate time.

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| --- | --- | --- | --- |
| Job description agreed by: | Name: | Signature: | Date: |
| Job Holder |  |  |  |
| Headteacher |  |  |  |

**Person Specification Teagues Bridge Primary School**

**Post Title:** Class teacher

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level | ✓ |  |
| Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS | ✓ |  |
| **Experience** |  |  |
| Will have had some experience of teaching in a range of year groups | ✓ |  |
| Experience of teaching EAL children | ✓ |  |
| **Professional Knowledge and Understanding** |  |  |
| Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages | ✓ |  |
| An understanding of the National Literacy and Numeracy Strategies as well as the emerging Primary Strategy | ✓ |  |
| An understanding of curriculum and pedagogical issues relating to learning and teaching, | ✓ |  |
| Familiarity with KS1 and 2 Standardised Attainment Tests | ✓ |  |
| Understanding of and commitment to the school policies, in particular:   * Participation and implementation of the School Behaviour Policy * Awareness of Health and Safety implementation in the workplace * Implementation of the school Equal Opportunities Policy | ✓ |  |
| Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEND | ✓ |  |
| Familiarity with writing and delivering effective Individual Education Plans for pupils with SEND |  | ✓ |
| Knowledge of adaptive teaching methods and how to ensure all children are successful. | ✓ |  |
| Good knowledge and understanding of safeguarding.  See safeguarding as a priority for all. | ✓ |  |
| **Professional Skills and Abilities** |  |  |
| A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching | ✓ |  |
| Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks | ✓ |  |
| Must be able to keep records of pupil progress in line with school policy | ✓ |  |
| Must be able to use assessments of pupils learning to inform future planning | ✓ |  |
| Ability to plan and work collaboratively with colleagues | ✓ |  |
| A love for reading |  | ✓ |
| Organised, efficient and forward thinking | ✓ |  |
| **Personal Qualities** |  |  |
| Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children | ✓ |  |
| A teacher with a flexible approach to work who enjoys being a good team member | ✓ |  |
| Must have good communication skills both orally and in writing | ✓ |  |
| Must be able to manage own workload effectively | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | ✓ |  |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit | ✓ |  |
| To practice equal opportunities in all aspects of the role and around the workplace in line with policy | ✓ |  |
| To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post | ✓ |  |
| The passion to make a difference to the life of a child | ✓ |  |
| Positive mindset | ✓ |  |