

Job Title

Class Teacher

\* Last updated September 2024

**Pay scale: \* M1 - M6 (pro rata)**

**Reporting to: Deputy Head Teacher, Head Teacher**

**Line Manager: Deputy Head Teacher**

**Job description:**

**Principal Responsibilities**

* To promote the overall ethos of the school
* To take on a curriculum leadership role across the phases (when applicable)
* To create a welcoming, orderly, aesthetically pleasing learning environment
* To develop a working ethos in the children by providing relevant, purposeful experiences where the child has an involvement in his/her learning
* To help each child reach his/her potential and to be sensitive to the needs of the individual with regard to current educational thinking
* To participate in school in-service and outside school in-service training
* To liaise with other members of staff on issues regarding welfare of the children and school policy
* To maintain good order and discipline amongst the pupils and safeguard their health and to have recognition of a shared responsibility for good order and discipline throughout the school
* To be open minded and innovative with regard to current educational thinking
* To establish and maintain quality relationships with parents and to organise termly parents’ meetings to report on pupil progress with one end of year written report
* To keep parents involved in their children’s learning by providing regular information relating to the curriculum
* To participate in the ‘Appraisal Cycle’ following the school and DfE guidelines
* To implement school policies, schemes of work, handbook and accepted ways of working
* To inform the curriculum co-ordinator, Deputy Head or Headteacher if difficulty is experienced in any curriculum area or implementing any school policy, handbook or accepted ways of working
* Lead staff meetings
* Contribute to the School Development Plan and Self Evaluation
* Must have the ability to develop language and vocabulary for all pupils in school
* Must be able to communicate in English fluently and effectively
* Work with linked Governor, as required



**Personal Specification**

**Class Teacher**

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|  | Essential  | Preferred |
| EDUCATION, QUALIFICATIONS & EXPERIENCE | * Qualified Teacher status
* Proven track record as a successful class teacher or successful teaching practices.
 | * Evidence of commitment to further professional development
* Experience of working in Key Stages 1 and 2.
* Experience of working within a team.
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| ABILITIES | * The ability to effectively teach and motivate children to achieve their learning goals
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| KNOWLEDGE & UNDERSTANDING | **The Class Teacher should have knowledge and understanding of:*** the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);
* statutory National Curriculum requirements at the appropriate key stage.
* the monitoring, assessment, recording and reporting of pupils’ progress.
* the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children.
* the positive links necessary within school and with all its stakeholders; and
* effective teaching and learning styles.
 | * In addition, the Class Teacher might also have knowledge and understanding of:
* the preparation and administration of statutory National Curriculum tests.
* Using ICT to effectively support teaching and monitor children’s progress.
* Working with vulnerable pupils, EAL pupils and pupils with additional needs.
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| SKILLS | **The Class Teacher will be able to:*** promote the school’s aims positively and use effective strategies to monitor motivation and morale.
* develop good personal relationships within a team.
* establish and develop close relationships with parents, governors and the community.
* communicate effectively (both orally and in writing) to a variety of audiences; and
* create a happy, challenging and effective learning environment.
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| OTHER | **Personal characteristics:*** Reliable, honest, efficient
* Self-motivated and hardworking
* Good communication skills
* empathetic
 | * Adaptable and versatile approach
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**Safeguarding**

**Short Wood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2024). As this role is in regulated activity it also requires checks under the Childcare Disqualification Regulations and Childcare Act 2006.**

**We invite you to read our Safer Recruitment FAQs and Child Protection Policy before applying for this post, both of which are available on our school website.**