



Potter Street Academy

Part of the Passmores Cooperative Learning Community

Job Description

Post:	Class Teacher, EYFS, KS1 / 2 <i>Responsibility for the Teaching and Learning. Optionally, leadership of an aspect of learning across the school.</i>
Salary:	Main / Upper Scale
Responsible to:	Headteacher, SLT, Local Governing Body

Professional Duties

The professional duties of teachers (other than the Headteacher) are set out in the **School Teachers Pay & Conditions Document** which describe the duties required of all teachers. Requirements of the post of classroom teacher, along with the particular duties expected include:

Teaching:

- Set high expectations which inspire, motivate and challenge pupils
- Promote, and be accountable for, good progress and outcomes by pupils
- Demonstrate secure subject and curriculum knowledge
- Plan and teach engaging, structured lessons to develop children's skills directly
- Plan and exploit opportunities for learning throughout the day
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment

Other Activities

- Promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to, and support, the overall ethos/work/aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to safeguarding, equalities, health and safety confidentiality, behaviour and data protection, reporting concerns to the Headteacher
- Provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher or Inclusion Manager
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational development, general progress and well-being of individual pupils and

- participate in meetings arranged for any purposes described above
- Communicate and consult with parents of pupils and provide accurate written annual reports for parents/carers
- Participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements and, on occasion, lead staff meetings appertaining to the area of expertise/initiative

Management

- Plan, organise and manage the work of additional adults assigned to the class, in order to have a positive impact on pupil progress
- Ensure that the TA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner
- Organise and manage the classroom learning environment, equipment, working areas and displays, to create a stimulating, practical and attractive working environment.
- (Optional) Co-ordinate and lead a specified subject or area of learning

Training and Development

- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- Participate in performance management reviews in line with school policy

Professional Conduct

- A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

SIGNED:

Staff Member	Date
Headteacher	Date

Potter Street Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.



Potter Street Academy

Person Specification - Class Teacher

Teaching Ability and Curriculum Understanding

- Ability to relate and respond to the children, and adapt teaching according to need.
- Ability to determine the optimum balance of direct teaching and child-led learning given progress expectations
- A clear understanding of the new National Curriculum, pedagogy and modern primary teaching techniques.
- A good understanding of child development and the ability to recognise and respond to the individuality of pupils.
- High expectations of pupils in terms of learning and behaviour.
- A commitment to the integration of children with special needs into the mainstream school environment.
- A commitment to the involvement of parents in their children's learning.
- Commitment to personal and professional development.

Personal Qualities

- Ability to work as a member of a team – *sense of humour!*
- Good interpersonal skills and the ability to develop and maintain good relationships with staff, parents and pupils.
- Personal and professional integrity.
- Creative, innovative approach – risk taking
- Ability to work under pressure whilst maintaining good interpersonal skills.
- Good organisational skills.

Potter Street Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.