

STANWAY PRIMARY SCHOOL JOB DESCRIPTION

Title of Post:	Class Teacher
Responsible to:	Phase Leader, Headteacher
Responsible for:	The Educational, moral and social development of all children in the class allocated for each specific academic year.

Under the terms of the **School Teachers' Pay and Conditions Document**, teachers are required to be available for work under the direction of the head teacher for 195 days per year, of which 190 are teaching days. The five days when school sessions are not required support a number of non-teaching activities, including in-service training.

Duties:

Classroom teachers must work under the reasonable direction of the headteacher and shall perform in accordance with any directions which may reasonably be given to them by the headteacher and from time to time, such particular duties as may reasonably be assigned to them.

Teachers' Professional Duties :

Teachers must carry out their professional duties under the reasonable direction of the head. They must:

- plan, prepare, teach, set, mark and assess work
- record and report on pupil progress
- promote the well-being of pupils
- consult with parents
- provide **reports** on pupils which should include
 1. the pupil's general progress
 2. the pupil's progress in all subjects and activities studied
 3. the pupil's **attendance record**
- participate in **performance management** and **training**
- promote the well being and progress of individual pupils and provide guidance and advice on educational and social matters, including careers advice
- participate in staff meetings
- take part in cover arrangements as reasonably directed by the headteacher
- participate in examination arrangements and administration
- take part in managing other staff
- attend assemblies
- register **pupil attendance**
- supervise pupils at periods before, during and after school.

Particular duties:

- To support the aims of the school by taking part in discussions on curriculum and pastoral matters
- To implement agreed school, LA and National policies, including the National Curriculum.
- To support the Head and Deputy Head in the day-to-day management of the school and in the pastoral care of the children including welfare and discipline.
- Under the direction of the Headteacher and Phase Leader, as appropriate, to take a full part in curriculum planning, implementation and evaluation.
- To be an active member of the school team and be involved in relevant discussions and decision-making including informing the School Improvement Plan.
- To promote and maintain high standards of achievement and behaviour throughout the school.
- To influence colleagues across the curriculum by own example in the classroom and by display around the school.
- To encourage the use of the local environment and create opportunities for learning from first hand experience.
- To ensure safe, secure and positive learning environments

Safeguarding:

Teachers are individually responsible for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with.

Performance Management

Teachers in maintained and special schools will have an annual performance review by their line manager, which will involve the agreeing of individual objectives. The outcome of the review will set priorities for teachers' professional development as well as, along with other evidence, informing the governing body's decisions about discretionary pay awards.

**STANWAY PRIMARY SCHOOL
PERSON SPECIFICATION
CLASS TEACHER**

Qualifications

- Has Qualified Teacher Status

Experience

- Has experience

Knowledge and Skills

- Is a very good teacher with a thorough understanding of learning and teaching and with excellent classroom management and organisation
- Has an understanding of assessment, recording and reporting procedures
- Is a good team player
- Is committed to creating a positive and caring learning environment
- Can build very good relationships with pupils, colleagues and parents
- Has enthusiasm for the education of all pupils

Professional Development

- Shows an understanding and commitment to continuous professional development

Safeguarding

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

If an application is short-listed any relevant issues arising from his or her references will be taken up at interview.