



## Holy Trinity Church of England Primary School

### Classteacher Job Description & Person Specification June 2022

<b>SCHOOL</b>	Holy Trinity Primary School
<b>JOB TITLE</b>	Classteacher
<b>GRADE</b>	Main Pay Scale
<b>RESPONSIBLE TO</b>	The Headteacher & Assistant Headteacher This post is offered full time for two Academic Years 2022/23 and 2023/24 on a fixed term basis

#### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher as circumstances require, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Plan, teach and manage a class (year group on negotiation)

#### Duties and responsibilities

##### Teaching & Assessment

- Plan and teach well-structured lessons to an assigned class, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of formative and summative assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Identify and support pupils with SEND or other specific learning needs.
- Provide high quality feedback to pupils in line with the school policy
- Prepare and present reports to parents

##### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school



- Work with others on curriculum and pupil development to secure co-ordinated outcomes

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a positive and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers verbally and in writing where appropriate

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to complete other duties appropriate to the level of the role, as directed by the headteacher or line manager.



**Person specification - Essential**

- Qualified teacher status
- Degree
- Evidence of effective teaching over time that ensures pupil progress and personal development
- Evidence of the ability to plan, teach, assess, record and report to ensure that learning progresses over time
- Evidence of the ability to be fluent in the use of ICT both in teaching and in personal administration
- Evidence of excellent communication skills with pupils, parents, colleagues and other agencies
- Evidence of commitment to working as part of a team, demonstrating professional practice and the ability to reflect school policy procedure and practice.
- Evidence of commitment to the “whole child”
- Knowledge, understanding and skills to work with children of all cultures, ethnicities, backgrounds and needs
- An uncompromising commitment to Safeguarding and Child Protection
- A positive and supportive attitude towards our Church school status and Christian Vision and Values

**Person specification - Desirable**

- Commitment to professional development over time
- Evidence of the ability to be fluent in the use of G Suite for Education both in teaching and in personal administration
- Evidence of the enthusiasm and energy required to provide a varied, creative and inspiring learning environment
- Willingness to engage in the wider life of the school

Signed:..... **Post Holder**

Signed:..... **Headteacher**