



Class Teacher

Bocking Primary School

Job Description

Bocking Primary School JOB DESCRIPTION

Title of Post: Classroom Teacher

Salary Scale: Mainscale UPS to be discussed

Responsible to: Assistant Head
Head teacher

Purpose of Job: To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year. To support the Head Teacher's overall leadership, development and management of the teaching and learning of all pupils; to manage the implementation of all school policy and procedures; to have a class teacher responsibility.
The post will require you to work in partnership with the Head Teacher, SLT, Governors, Trustees, Attain Academy Partnership colleagues and staff to ensure the continuous improvement of the school.

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document, specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him".

Professional Duties

Teaching

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Planning, preparing and assessing lessons in line with school policies and schemes of work
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promoting the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Setting of work for pupils who may not be able to attend school because of illness.
- Marking work and providing feedback (including homework in accordance with the School's Homework Policy) to pupils and parents in line with the School Marking Policy
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies
- Administering assessment tasks and test in line with school policy

Other Activities

- To 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 child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to Head and Assistant Head.
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and well-being of individual pupils throughout the school
- To 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 Head and Assistant Head.
- To safeguard every pupil's health, safety and well-being in line with school policies

- 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 to participate in meetings arranged for any purposes described above including SEND meetings
- To inform the Head or Assistant Head immediately of any concerns regarding a pupils welfare
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents
- To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes, early morning duty and at any other times requested by the Headteacher
- Where possible to organise and run an after school activity in accordance with the school's Extended School agenda.
- Within reason help with and attend events such as the Christmas Bazaar, Summer Fete and children's discos.

Management

- To plan, organise and manage the work of the Learning Support Assistant assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the SENCO to contribute to the planning and organising of the work of the SEN LSA, in order to have a positive impact on pupil progress
- To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner

Training and Development

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

Subject Leader Responsibilities

1. To formulate and review policy documentation as set out in the School Improvement Plan, in full consultation with teaching staff
2. To write an Action Plan for School Improvement for the subject area and evaluate the effectiveness of the plan
3. To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/Parents as appropriate
4. To collaborate with and support the Assistant Head and Key Stage leaders with developing schemes of work, ensuring progression and continuity across year groups
5. To liaise with KS3 and neighbouring pre-schools to ensure progression and continuity
6. To advise and inform staff about assessment, reporting and recording procedures within the school and new resources/information/guidance
7. To monitor and evaluate the quality of teaching and learning in the subject throughout the school, through lesson observations, book sampling, monitoring planning on a timetable agreed with the Headteacher
8. To provide a written report to Head, within 2 weeks, following monitoring and evaluation activities
9. To lead staff development meetings for teaching staff and LSAs as agreed with the Headteacher
10. To advise and inform newly qualified teachers and other new staff about the subject policy within the school
11. To attend courses and meetings and to evaluate and report back to the Head and other staff on the essential issues covered
12. To keep up to date with current trends and research and to debate as appropriate

13. To audit, order, organise and allocate resources throughout the school and to take on a budget responsibility
14. To keep an up to date inventory of resources throughout the school, in class bases and resource areas
15. To take an active role in organising special curriculum events, as agreed with the Headteacher
16. To contribute information to parents' meetings
17. To liaise with members of the Local Governing Body enquiring about a particular subject, to inform them of progression of the Action Plan, quality of teaching and learning and standards in the subject
18. To provide written reports/present information to the Local Governing Body at the request of the Governors/Headteacher

To carry out any other duties reasonably requested by the Headteacher, Assistant Head or Key Stage Leader.

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

PERSON SPECIFICATION

Class Teacher

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of continuing professional development 	
EXPERIENCE	<ul style="list-style-type: none"> • Outstanding classroom teacher with experience in either KS1 or KS2 • Experience of planning and working with Learning Support Assistants 	<ul style="list-style-type: none"> • Experience in both Key Stages • Experience of subject leadership
KNOWLEDGE	<ul style="list-style-type: none"> • A good understanding of the National Curriculum • An understanding of formative and summative assessment • Sound understanding of primary practice, planning and delivering the National Curriculum across a Key Stage. • Knowledge of the SEND Code of Practice and its application. • Knowledge of Safeguarding guidelines and procedures. 	<ul style="list-style-type: none"> • Experience of using Target Tracker
SKILLS	<ul style="list-style-type: none"> • A variety of classroom management and teaching strategies • Setting standards and communicating expectations • Recognition and nurturing of individual skills within the school community • Supporting a committed team that can achieve a high level of performance • Seeking advice from both within and outside the team • Use of IT to support and enhance teaching and learning • Flexibility • A positive approach to behaviour management 	<ul style="list-style-type: none"> • Analysis and use of educational data for assessment and target setting.
DECISION MAKING SKILLS	<ul style="list-style-type: none"> • Anticipating and solving problems and identifying opportunities • Analysing, interpreting and acting upon relevant information and data 	
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Ability to communicate well with the whole school community • Ability to develop an effective partnership with staff, pupils, parents and the wider community to support and improve pupils' achievement and personal development • Ensure that parents and pupils are well informed about curriculum attainment and progress and about the contribution that they can make to their child's learning 	
SELF MANAGEMENT	<ul style="list-style-type: none"> • Taking responsibility for own professional development • Set and achieve challenging professional goals • Prioritising and managing work effectively • Meeting deadlines 	

PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Open and approachable • Reflective • Team player who is able to motivate and inspire • Enjoy working as a member of a team • Stamina and tenacity with the ability to preserve a sense of humour • Well organised • Have a caring attitude towards staff, pupils and parents • Have a breadth of interests, both educational and recreational • Commitment to the ethos of our school • Someone who cares and wants to make a difference 	
WORKING WITH CHILDREN	<ul style="list-style-type: none"> • Ability to demonstrate effective implementation of the school's behaviour management policy and strategies, which contribute to a purposeful learning environment. • Detailed understanding of child development. • Ability to assess progress and performance and recommend appropriate strategies to support development • Motivate, inspire and have high expectations of pupils 	
WORKING WITH OTHERS	<ul style="list-style-type: none"> • Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc. • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Ability to work effectively with a range of adults • Contribute to the development and implementation of effective systems to share information 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Good organisational skills • Ability to remain calm under pressure • Follow instructions accurately • Ability to manage and support the work of others • Ability to manage own time effectively • Ability to adapt quickly and effectively to changing circumstances/situations • Demonstrate creativity and an ability to resolve problems independently 	
GENERAL	<ul style="list-style-type: none"> • Awareness of and promotion of equality • Good understanding of Health & Safety • Good understanding and effective implementation of child protection procedures 	

	<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality data protection • Demonstrate a clear commitment to develop and learn in the role • Ability to critically evaluate own performance 	
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