



**Class Teacher (P/T)**  
**Newlands Spring Primary and**  
**Nursery School**  
**Attain Academy Partnership**

**Job Description**

## **NEWLANDS SPRING PRIMARY AND NURSERY SCHOOL JOB DESCRIPTION**

**Title of Post:** Classroom Teacher Year 6 – 2 day/week Job Share

**Salary Scale:** Mainscale

**Responsible to:** Deputy Head  
Head of school

**Purpose of Job:** To work closely with the other part time class teacher 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 of school'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 of school, 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 Deputy 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 Deputy 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 Deputy 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 manor

### **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

To carry out any other duties reasonably requested by the Head of school, Deputy Head or other Senior Leader.

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

**PERSON SPECIFICATION**  
**Class Teacher**

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

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

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