Bradfield Primary School

'Be Your Best'

Teacher Job Description

The professional duties of teachers, (other than the Headteacher) are set out in the Teachers' Pay and Conditions Document, and describe the duties required of all teachers. In addition, the specific requirements of the post of a classroom teacher, along with the particular duties expected of the post holder have been set out below:

Post Title	Class Teacher
Purpose and scope:	Classroom teacher
Responsible to:	Headteacher
Responsible for:	n/a
Salary/Grade:	Teachers' Main Pay Range (MPR) / Upper Pay Spine

Main (Core) Duties

Set an example of good primary practice with particular reference to:-

- Classroom organisation and management;
- Providing a stimulating learning environment which is conducive to learning;
- Recognising the needs of individual pupils and providing appropriately matched activities to meet these needs;
- Have a good understanding of the New National Curriculum
- Effective integration of the curriculum using first-hand experience;
- Understand progression within and beyond each of the Key Stages within a primary setting;
- Use of the National Curriculum attainment targets in long and short term planning and record keeping;
- Continuity and progression through planned structures;
- Assessment of pupils' levels of attainment in relation to the National Curriculum;
- To monitor and mark pupils' work regularly and effectively, using agreed policies;
- Set targets and evaluate or moderate examples of learning.
- Establishing high levels of expectation in behaviour and achievement, safeguarding;
- Consulting with parents/guardians/carers;
- To prepare appropriate records for the transfer of pupils;
- To ensure the effective use of support staff within the classroom, including those in a volunteer capacity;
- To participate in staff meetings are required;
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements;
- To ensure that school policies are reflected in daily practice.
- To take part with colleagues in the effective presentation and display of children's work both in the classroom and public areas of the school
- To take part in and lead assemblies, staff, parents and CPD meetings
- To foster a sense of social responsibility towards the School and the wider community.

Particular duties – to be agreed

- To be responsible for the co-ordination of an agreed subject area across the school;
- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice;
- The updating of policy documents;
- Producing subject action plans if required;
- Planning and managing associated resources/teaching materials, teaching programmes, methods of teaching and assessment;
- Advising the Headteacher of the requirements for equipment and general resources necessary to deliver the National Curriculum;
- Attending courses and disseminating information to colleagues;
- Giving guidance, support and encouragement to staff and leading in-service development sessions.

General

- To understand and apply school policies in relation to health, safety and welfare;
- To support the Headteacher and Senior Management Team in promoting the ethos of the School;
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Establish constructive relationships with staff, to support achievement and progress of pupils
- To respect confidentiality at all times;
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- To recognise that health and safety is a responsibility of every employee, to take reasonable care of yourself and others, and to comply with the School's Health and Safety Policy and all other specific policies and procedures that apply to this role;
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Information

- This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties;
- An annual review of the job description and allocation of duties and responsibilities will take place as part of the Performance Management Review process;
- All posts are subject to an enhanced DBS check, satisfactory references and medical clearance.

The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the teacher's contract.

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Person Specification

Classroom Teacher

Experience	• To have experience/interest in Key Stage 1and/or 2 and the continuity and progression of the curriculum throughout the primary phase. • To have knowledge of and belief in inclusive practice providing maximum opportunities for a variety of pupils with special educational needs to access the curriculum. • To have experience of working effectively as part of a team.
Education and training	• Qualified Teacher Status • A commitment to continuing professional development. • Recent experience of using ICT to support learning.
Aptitudes	To have the ability to: • Communicate effectively with adults and children. • Teach a broad and balanced, differentiated curriculum that meets the needs of all children. • Use a wide range of resources in order to plan an innovative curriculum. • Lead the development of a curriculum area throughout the school.
Personal qualities	• To be passionate about learning and teaching. • To be open to new initiatives. • To enjoy working with primary age children to enable them to develop independence and experience success at their own level. • To have a commitment to raising standards. • To have high expectations of behaviour and achievement. • To maintain a calm and positive attitude when working under pressure. • To be approachable. • To be flexible in order to adapt to unexpected changes. • To have a commitment to lifelong learning for all. • To maintain confidentiality at all times. • To be supportive of the aims of the school. • To demonstrate a positive, professional manner.