### Class Teacher Job Description and Person Specification

### Job Title: KS2 Class Teacher

### Scale: MPS / UPS + Outer London Weighting

### Responsible to: The Head Teacher and the Governing Board of the school

**Relationships:** Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other External Professionals

Take responsibility for a class of children determined on an annual basis by the Head Teacher and in accordance with the duties listed below:

* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England
* Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
* Maintain the positive ethos and core values of the school, both inside and outside the classroom
* Promote the school’s vision.
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

### As a Class Teacher:

The Class Teacher will:

* Implement agreed school policies and guidelines
* Support initiatives decided by the Head Teacher and staff
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks
* Be able to set clear targets, based on prior attainment, for pupils’ learnings
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
* Keep appropriate and efficient records, integrating formative and summative assessment into planning
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
* Report to parents on the development, progress and attainment of pupils.
* Promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy
* Participate in meetings which relate to the school's management, curriculum, administration or organisation
* Communicate and co-operate with specialists from outside agencies
* Make effective use of ICT to enhance learning and teaching
* Lead, organise and direct support staff within the classroom
* Participate in the performance management system for the appraisal of their own performance, or that of other teachers

**Person Specification: Greenvale Primary School**

**Post Title:** Class teacher

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level | ✓ |  |
| Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS | ✓ |  |
| **Experience** |  |  |
| Will have had some experience of working with pupils with additional needs through prior teaching or training placements | ✓ |  |
| **Professional Knowledge and Understanding** |  |  |
| Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages | ✓ |  |
| A sound knowledge and understanding of the Foundation Stage Curriculum |  | ✓ |
| An understanding of the Primary Curriculum (2014) | ✓ |  |
| An understanding of curriculum and pedagogical issues relating to learning and teaching | ✓ |  |
| Familiarity with KS1 and 2 Standardised Attainment Tests | ✓ |  |
| Understanding of commitment to effective procedures in   * Safeguarding * Behaviour * Equal opportunities | ✓ |  |
| Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN | ✓ |  |
| Familiarity/awareness of writing and delivering effective Individual Education Plans for pupils with SEN |  | ✓ |
| **Professional Skills and Abilities** |  |  |
| A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching | ✓ |  |
| Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks | ✓ |  |
| Must be able to keep records of pupil progress in line with school policy | ✓ |  |
| Must be able to use assessments of pupils’ learning to inform future planning | ✓ |  |
| Ability to plan and work collaboratively with colleagues | ✓ |  |
| **Personal Qualities** |  |  |
| Must show a willingness to engage parents in order to encourage their close involvement in the education of their children | ✓ |  |
| A teacher with a flexible approach to work who enjoys being a good team member | ✓ |  |
| The ability to inspire and motivate learners | ✓ |  |
| Must have good communication skills both orally and in writing | ✓ |  |
| Must be able to manage own work load effectively | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | ✓ |  |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit | ✓ |  |
| To practice equal opportunities in all aspects of the role and around the work place in line with policy | ✓ |  |
| To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post | ✓ |  |