



## Greenvale Primary School

### Class Teacher Job Description

<b>General Description of Post</b>	To teach a class of children in-line with whole school policies and schemes of work. To undertake pastoral duties in keeping with the School Teachers Pay and Conditions of Employment document.
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#### Key Responsibilities

Areas of Responsibility:

- To be responsible for the education and welfare of a class of pupils.
- To contribute to the education and welfare of all pupils within the school premises.
- To keep up-to-date with Key Stage developments and developments within subject areas.
- To take responsibility for a subject or extra curriculum area in the school as directed by the Headteacher

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| <b>1.1</b>  | Contribute to year group planning meetings and whole school staff meetings.  |
| <b>1.2</b>  | Implement agreed plans and produce half termly Medium Term Plan according to agreed formats.   |
| <b>1.3</b>  | Provide an adapted, balanced, progressive, varied and stimulating curriculum in-line with statutory and school requirements.   |
| <b>1.4</b>  | Assess record and review pupil's achievement within designated class according to school policy and guidelines. Monitor and record children's development and attend meetings with the Senior Leadership team to review progress and plan steps to move children on. |
| <b>1.5</b>  | Attend Parent/Carer consultation sessions and report on individual achievement and development.  |
| <b>1.6</b>  | Produce annual written reports for their class for Parents/Carers.   |
| <b>1.7</b>  | Assist in ensuring a well organised and structured classroom environment with effective and stimulating displays and good access to resources as agreed in the Teaching and Assessment Policy.   |
| <b>1.8</b>  | Have clear strategies for positive behaviour management and discipline in line with the school's Behaviour for Learning policy.  |
| <b>1.9</b>  | Keep up-to-date with trends and developments in education, especially those areas particularly relevant to the duties and responsibilities of the post.  |
| <b>1.10</b> | Plan and supervise the work of support personnel (Teaching Assistant's) assisting in the classroom in conjunction with the Inclusion Manager and Deputy Headteacher.   |
| <b>1.11</b> | Be aware and responsive to the medical, social, personal, and specific learning needs of children and report to the Deputy Headteacher where there is cause for concern.   |
| <b>1.12</b> | Use resources effectively and efficiently to promote children's learning.  |
| <b>1.13</b> | Carry out supervision of pupils as detailed by the Headteacher / Deputy Headteacher.   |
| <b>1.14</b> | To be vigilant of the children's safety and well-being at all times and to report any Safeguarding concerns to the Designated Safeguarding Officer.  |
| <b>1.15</b> | Demonstrate a commitment to the school's ethos and values including maintaining High Expectations and Standards across all areas of Teaching.  |

#### Other Responsibilities

In addition to all the above statements, the following must also be undertaken:

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| <b>2.1</b> | Demonstrate commitment to partnership with Parents/Carers and strategies to foster this.   |
| <b>2.2</b> | Have a commitment to Continued Professional Development (CPD).   |
| <b>2.3</b> | Maintain knowledge and understanding of how to develop strategies appropriate to the needs and abilities of the pupils in order to raise their levels of attainment. |
| <b>2.4</b> | Show an empathy with children and a commitment to understanding and meeting the  |

	needs of all children, especially those with Special Educational Needs (SEN).
<b>2.5</b>	Demonstrate consistent enthusiasm for subjects and extra curriculum area.
<b>2.6</b>	To participate in all in-service training (INSET Days) and attend staff meetings where appropriate and to use the information gained to the benefit of the school.
<b>2.7</b>	To contribute to the effective running of the school in a positive manner.

***This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.***

<b>Person Specification</b>		
Please note the following areas that are appropriate for this post:		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
DfE recognised Qualified Teacher Status (QTS)	✓	
Training for / experience of teaching within the Primary Sector	✓	
Demonstrates understanding of the Principles of Primary Education	✓	
First Aid trained		✓ (training will be provided)
<b>Skills &amp; Attributes</b>		
A good level of written and spoken English	✓	
Ability to cope with change and working different age ranges	✓	
The ability to use ICT effectively	✓	
Ability to understand and carry out verbal and written instructions	✓	
Ability to organise and prioritise work	✓	
A calm, organised approach to planning and establishing a secure learning environment for children	✓	
Ability to remain confident yet discreet in dealing with visitors, parents and students	✓	
Be aware of child safeguarding arrangements	✓	
<b>Personal Qualities</b>		
A flexible approach to working and a “can-do” attitude	✓	
Commitment to achieving high standards	✓	
Excellent attendance and punctuality	✓	
Enthusiasm and a positive outlook	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
A sensitive and caring manner	✓	
Calm under pressure	✓	
A firm understanding of the necessity for complete confidentiality at all times	✓	