

<b>BATH AND NORTH EAST SOMERSET COUNCIL</b>	
<b>JOB DESCRIPTION</b>	
<b>SCHOOL: St. Mary's C of E Primary School, Timsbury</b>	
<b>POST TITLE: Primary Class Teacher</b>	<b>GRADE: M2-6/UPR</b>
<b>RESPONSIBLE TO: Headteacher</b>	
<b>DATE: May 2018</b>	

## **1. Purpose of Job**

The primary purpose of this post is to:

- 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;
- contribute to constructive team-building amongst teaching and support staff, parents and governors;
- contribute professional knowledge and skill to the development throughout the school of specific activities or subjects

Please note that this job description should be read alongside the 'Conditions of Employment of Teachers other than Headteachers' in the School Teachers' Pay and Conditions Document which fully defines the professional duties expected of a teacher.

## **2. Principal Accountabilities**

- 2.1 Implement agreed school policies and guidelines;
- 2.2 Support and uphold school policies, procedures and initiatives;
- 2.3 To take part in whole-school reviews of policy and aims, and in the revision and formulation of guidelines;
- 2.4 Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- 2.5 Be able to set clear targets, based on prior attainment, for pupils' learning;
- 2.6 Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- 2.7 Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- 2.8 Report to parents on the development, progress and attainment of pupils;

- 2.9 Maintain good order and discipline and respect for others amongst pupils, in accordance with the school's behaviour policy; to promote understanding of the schools rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning;
- 2.10 Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- 2.11 Communicate and co-operate with specialists from outside agencies;
- 2.12 Lead, organise and direct support staff within the classroom as appropriate;
- 2.13 Participate in the performance management system for the appraisal of your own performance, or that of other teachers.
- 2.14 Contribute to and support the aims and ethos of the School;
- 2.15 Participate in staff training;
- 2.16 Attend team and staff meetings;
- 2.17 Help ensure that subject-matter and learning resources reflect Local Authority and School policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties as listed in this job description and defined within the School Teachers' Pay and Conditions Document.

### **Specific curriculum or other responsibilities**

- 2.18 To provide professional leadership and management in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils, in any areas to be agreed with the Headteacher. These will be decided in line with salary, career stage expectations and St Mary's overall staffing structure.

## **3. Qualifications Knowledge & Experience**

### **Essential**

Qualified Teacher Status

Pro-active commitment to continuous professional development

Current experience of classroom teaching

Ability to provide effectively for a range of age groups and abilities including SEND children

## Person Specification: Class Teacher

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status (QTS)</li> <li>• Pro-active commitment to continuous professional development</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of classroom teaching in Key Stage 2.</li> <li>• Ability to effectively teach a range of age groups and abilities including high attaining and SEND children</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Ability to plan effective and coherent sequences of learning, utilising creative and personalised approaches – across all areas of the curriculum</li> <li>• Commitment to embracing and developing Talk For Writing</li> <li>• An understanding of the importance of CPA in developing mathematical understanding</li> <li>• A clear understanding of effective assessment processes.</li> <li>• Understanding of SEN, Equality and Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness and understanding of Attachment/Trauma and its implications for successful inclusion</li> <li>• Understanding of safeguarding procedures (training will be provided)</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Effective teaching that demonstrates high expectations; enabling high attainment and exceptional progress for all learners (especially those who deemed as disadvantaged)</li> <li>• Confidence in the use of ICT for teaching and learning</li> <li>• Excellent behaviour management strategies</li> <li>• The ability to create a happy, stimulating, challenging and effective learning environment</li> <li>• Ability to fully support and promote the school's aims and inclusive ethos, and to implement school policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Specific expertise in and passion for a subject in the National Curriculum (<b>please state which</b>).</li> <li>• Team Teach Training</li> </ul>
<b>Personal Qualities and Relationships</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children both in and out of the classroom</li> <li>• Ability to work as part of a team in order to secure best outcomes for children (staff, parents, governors, other agencies)</li> <li>• Warm, empathetic and approachable with a sense of humour</li> <li>• Reflective, responsible, self-motivated and confident.</li> <li>• Reliable, efficient and well organised; with a solution-focussed approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to open and effective collaboration across wider networks</li> <li>• Interests and talents beyond the classroom that indicate good regard for a healthy and balanced approach to life</li> <li>• Willingness to be involved in the wider life of the school e.g. through extra-curricular activities; willingness to actively support PTA events.</li> </ul>