**WILLOW FARM PRIMARY SCHOOL**

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**Job Description**

**Post Title:** Class teacher

**Grade:** MPS 1-3

**Responsible to:** Headteacher

# Main Activities and Responsibilities

The post holder will take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.

# Duties

**1.1** The current School Teachers’ Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively

**1.2** This job description sets out the duties to be undertaken and performed to the satisfaction of the headteacher and governing body by the post holder in the role of ‘Class Teacher’.

# Particular Specific Responsibilities

1. The postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.

1. The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children’s achievement.

1. The postholder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.

# General Responsibilities

1. Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.

1. Creating a well ordered and secure environment that will ensure the educational well-being of individual children within the group.

1. Undertaking careful planning and delivery of the curriculum.

1. Ensuring careful and ongoing assessment of the pupils learning to inform further planning.

1. Ensuring that the curriculum tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.

1. Completing all assessments and records as determined by school policy in a timely fashion.

1. Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.

1. Working with school leaders to complete and teach individual pupil plans where pupils have specific needs.
2. Ensuring that equal opportunities are implemented in the classroom and throughout the school.

1. Developing and maintaining positive relationship with parents, involving them actively in the classroom and in the learning process.

1. Participating in planning and staff meetings.

1. Contributing towards the development of the school and implementation of whole school policies.

1. Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.

1. Undertaking in-service training for further development as a teacher.
2. Liaise effectively with parents and governors.

1. Undertaking other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

# Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

# Key Organisational Objectives

The Postholder will contribute to the school’s objectives in service delivery by:

* Enactment of Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* At all times operating within the school’s Equal Opportunities framework
* Commitment and contribution to improving standards for pupils as appropriate
* Acknowledging Customer Care and Quality initiatives
* Contributing to the maintenance of a caring and stimulating environment for pupils

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**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Qualified Teacher Status | Evidence of recent CPD.  A commitment to further professional development. |
| **Experience** | The Class Teacher should have experience of good or outstanding teaching. | In addition, the Class Teacher might have experience of:   * Teaching within more than one primary school phase. * Working in partnership with parents. - Leadership of a subject area. * Providing extra-curricular activity for children. * Contributing to the wider life of the school. |
| **Knowledge and understanding** | The Class Teacher should have knowledge and understanding of:     * The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies). * National Curriculum * The monitoring, assessment, recording and reporting of pupils’ progress. * The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection. * The positive links necessary within school and with all its stakeholders. * Effective teaching and learning styles. | In addition, the Class Teacher might also have knowledge and understanding of:     * The importance of ‘community’ and ‘community cohesion’. * Episodic maths teaching * Talk 4 Writing approach. |
| **Skills** | The Class Teacher will be able to:     * Promote the school’s aims positively. * Develop good personal relationships within a team. * Establish and develop close working relationships with parents, governors and the community. | In addition, the Class Teacher might also be able to:    - Show evidence of commitment to taking an active part in school life including out of school hours activities |