

## Class Teacher Job Description

### Employment details

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| <b>Job title:</b>   | Class teacher                                   |
| <b>Grade:</b>   | In accordance with the current Trust pay policy |
| <b>Reports to:</b>  | Headteacher/Senior Leadership Team              |
| <p><b>Job purpose:</b> The class teacher will be responsible for delivering learning to a class of approximately 30 pupils, in accordance with the curriculum, Teacher’s Standards, and the Trust’s strategy. You will maintain the positive ethos and core values of the Trust. Teachers must also carry out other duties such as planning, preparation and assessments that support pupils’ learning while operating in accordance with the Trust’s policies and procedures. Teachers in their second year of teaching onwards will assume a subject leader position.</p> |   |

### Main duties and responsibilities

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| Undertake your duties, as required by the Teachers’ Standards   |
| Be committed to the ethos and success of the Trust  |
| Keep up-to-date with, and remain knowledgeable of, the requirements of the curriculum   |
| Have regard for continuing professional development (CPD) and contribute to the Trust’s process of self-evaluation and development  |
| Be familiar with the school’s systems, structures, policies and procedures  |
| Effectively plan a varied, balanced and appropriate curriculum which emphasises raising standards and achieving excellence  |
| Adapt teaching styles to suit all learners and provide a supportive learning environment  |
| Differentiate resources and equipment so lessons may be accessed appropriately by all pupils  |
| Work as part of a team to evaluate and develop pupils’ learning needs   |
| Implement the School Behaviour Policy through excellent classroom management  |
| Encourage pupils to develop and use their creativity, initiative, independence and responsibilities   |
| Be familiar with the Special Educational Needs (SEN) Code of Practice, and support and plan for pupils accordingly  |
| Continually self-evaluate your teaching in order to improve effectiveness   |
| Be committed to the school’s target and monitoring system for pupil progress  |
| Systematically assess and record pupils’ academic and social progress and use the results to inform lesson planning decisions   |
| Monitor both class work and homework, provide constructive feedback in line with the feedback policy and set informed targets for pupil progress  |
| Report on each individual pupil’s progress to the Headteacher and parents as required.  |
| Lead a subject, ensuring continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching, resourcing and teaching methods, developed in line with the school curriculum |
| To collaborate with staff across the Inclusive Multi Academy Trust, sharing ideas and best practice   |
| Provide on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school   |
| To actively support school activities, on occasion, such as educational trips, extra-curricular activities and clubs, and parents’ evenings, which may require some out-of-hours availability                               |
| Maintain high standards in your own attendance and punctuality  |

Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'

Any other duties as deemed appropriate to the post under the direction of the Headteacher

### Person specification

|                                      | Essential  | Desirable  |
|--------------------------------------|--|--|
| <b>Qualifications and experience</b> | <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree level qualification</li> <li>• Level 1 safeguarding</li> <li>• Willingness to undertake CPD</li> <li>• Current DBS</li> </ul>  | <ul style="list-style-type: none"> <li>• Relevant postgraduate professional qualification</li> <li>• Previous experience of working with children</li> <li>• Previous experience working in partnership with parents</li> <li>• Experience of working as part of a team</li> </ul>   |
| <b>Knowledge and skills</b>          | <ul style="list-style-type: none"> <li>• Understanding of health and wellbeing, safety and child protection</li> <li>• Awareness of data protection and confidentiality</li> <li>• Computer literate and proficient (E mail, word processing, spreadsheet)</li> <li>• Understanding of the School ethos and values</li> <li>• Effective oral and written communication skills</li> <li>• Sound understanding of the primary curriculum</li> <li>• Excellent behaviour management skills</li> <li>• Excellent planning and organisational skills</li> <li>• Knowledge of key performance indicators and the ability to use them to monitor progress</li> <li>• An understanding of how a pupil's learning is affected by their intellectual, emotional and social development, and the stages of child development</li> </ul> | <ul style="list-style-type: none"> <li>• First aid skills</li> <li>• Working knowledge of social media</li> <li>• An understanding of the importance of parental involvement</li> <li>• Experience working with children who have SEN and/or disabilities</li> <li>• Experience working with children who have behavioural problems</li> <li>• Experience working with children who speak English as an additional language or has SEND</li> <li>• Proficient with school online systems: SIMS, CPOMS</li> </ul> |
| <b>Personal qualities</b>            | <ul style="list-style-type: none"> <li>• High standards in your attendance and punctuality</li> <li>• Ability to work in a team</li> <li>• A flexible approach</li> <li>• Problem Solving</li> <li>• Active Listening</li> <li>• Organised</li> <li>• Motivated to support children</li> <li>• Managing Relationships</li> <li>• Resilience</li> <li>• Possess high levels of emotional literacy</li> <li>• Approachable and nurturing personality</li> <li>• Enthusiastic and positive attitude</li> </ul>  | <ul style="list-style-type: none"> <li>• Self-confidence</li> <li>• Ability to relate well to other professionals</li> <li>• Good sense of humour</li> <li>• Community facing</li> </ul>   |

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

**Class teacher:**

**Line manager:**

**Date:**