

## **Senior Teacher/Class Teacher Job Description**

### **Senior Teacher**

As Senior Teacher you will be expected to-

- Manage the day-to-day organisation of the Year Group and/or Phase including resources, ensuring continuous provision/intervention is used appropriately and adults within the provision have planned roles within direct teaching sessions.
- Organise staffing and review regularly to ensure effective provision and use of staffing supports progress for all pupils.
- Monitor Phonic/Reading Progress
- Monitor Speech and Language progress through the use of Welcomm(phase specific)/S&L interventions across the year group/phase and adult-child interaction within the indoor and outdoor provision/classroom.
- Ensure PSHE and Spiritual and Emotional Development are embedded within the school week and curriculum and monitor the content.
- Monitor Year Group/Phase coverage to ensure all subjects are adequately covered.
- Review Pupil Progress and report to SLT 4 times per year.
- Meet as Senior Teaching Team and feedback important information to your Year Group/Phase through weekly/ fortnightly Phase Meetings.

### **Class Teacher**

As Class Teacher you will be required to:

- Full duties of a professional teacher as stated in the School Teacher's Pay and Conditions Document.
- To perform in accordance with any direction given by the local authority or by the head teacher such duties as may be reasonably assigned.
- Work within the overall aims and ethos of the school and in line with school policies
- Plan and deliver the National curriculum and ensure an appropriate learning environment within the classroom
- Plan a deliver curriculum content that supports the progress towards national expected standards in Early Years
- To plan and organise a classroom environment which facilitates autonomous and co-operative learning and enables children to maximise their potential.
- Work and plan within the Early Years team
- Have responsibility for effective use of Education Assistants and Bi-lingual support staff
- To cater for the range of needs of all the children in the class, including those with SEN and those whose first language is not English
- Contribute to curriculum planning and the evaluation of procedures
- To keep abreast with new developments in education and participate in all INSET and the performance management programme in school according to the staff development policy
- To establish and maintain a good professional relationship with colleagues, parents and pupils.
- To be responsible, along with all staff, for promoting and safeguarding the welfare of children



In addition, you will be expected to take whole school responsibility for a Curriculum Area and a Cross Curricula area of development.

## **Safeguarding**

Edgewick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment.

All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).

## Person Specification

### 1. QUALIFICATIONS/TRAINING

- Qualified Teacher Status
- Evidence of involvement in INSET activities as a participant
- Evidence of further learning and academic development.

### 2. KNOWLEDGE

- Up to date knowledge of the Primary Curriculum, an understanding of child development and the way children learn and develop from the Early Years through to Year 6.
- Up to date knowledge and understanding of the EYFS curriculum (post specific), learning through play and continuous provision.
- A thorough knowledge of assessment, recording and reporting of pupil progress and achievement.
- Pedagogical knowledge and understanding of the school role in providing effectively for the needs of its pupils.
- An appreciation of the importance of establishing and developing close relationships with parents, governors, the local community, partner schools, and other external agencies.

### 3. EXPERIENCE

- Recent relevant experience with primary aged pupils
- Successful and varied teaching experiences
- Leadership and Management experience within current post

### 4. SKILLS AND ABILITIES

- Good personal relationships, including the ability to lead a team and to work as a member of a team.
- The ability to lead a team to work alongside you towards a vision.
- The ability to handle difficult situations sensitively.
- The ability to communicate effectively, both orally and in written form.
- A commitment to put into effect the school's Equal Opportunities Policies.
- Willingness to keep up to date with evidence based educational research and implement new initiatives and projects within classroom/ phase
- To work closely with professional colleagues beyond the school.

### 5. REFERENCES

- Excellent and unequivocal

### 6. HEALTH AND ATTENDANCE

- A good record of both health and attendance