

# Job Description

<b>Job Title:</b>	Class Teacher	<b>Location:</b>	Park Hill Primary
<b>Grade:</b>	TMS	<b>Post Number:</b>	024085
<b>Responsible to:</b>	The class teacher is responsible to: <ul style="list-style-type: none"> <li>• The Headteacher in all matters and the designated person in the Headteacher's absence</li> <li>• The school leadership/senior management team in respect of curriculum and pastoral matters.</li> </ul>		

## Job Purpose

To carry out the duties of a class teacher as set out in the latest School Teacher's Pay and Conditions Document and having regard to the National Standards for Teachers.

All members of the teaching staff are required to carry out the duties of a schoolteacher as set out in the current DFE 'School Teacher's Pay and Conditions' document (DFE 00537-2104) and the 'Teacher's Standards' (2014).

'Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical: forge positive professional relationships: and work with parents in the best interests of their pupils' (Teachers Standards 2014)

## Main Duties and Responsibilities:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate
- monitor and support the overall progress and development of pupils
- contribute to raising standards of pupil attainment
- share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment
- maintain the positive ethos and core values of the school, both inside and outside the classroom
- contribute to constructive team building amongst teaching and non-teaching staff, parents and governors.
- implement agreed school policies and guidelines

- support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation
- plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- be able to set clear targets, based on prior attainment, for pupils' learning
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning
- report to the headteacher, senior management and parents on the development, progress and attainment of pupils
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; maintain the school's ethos when talking to children and dealing with issues.
- take part in and contribute to meetings; cooperate with and, where appropriate, advise the headteacher and other colleagues in the review, development and management of a subject in the school
- plan for, organise and direct the work of support staff within the classroom
- participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants where necessary
- communicate and co-operate with specialists from outside agencies

### **Subject Leader Duties and Responsibilities:**

- assist in the development of appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in the agreed subject areas preparing a subject action plan to aid school improvement
- monitor and assist in the evaluation of the delivery of the agreed curriculum areas across the school and keep appropriate records of monitoring activities
- keep up to date in the agreed subject areas through research, CPD etc to develop own expertise and that of others
- act as a consultant to other staff, including the headteacher
- produce, in consultation with colleagues, written subject policies and guidance and lead staff in the discussion of subject policy and guidance
- oversee the effective deployment of curriculum resources and equipment in the agreed curriculum areas
- ensure legal compliance with statutory curriculum guidance
- coach colleagues to ensure good practice in the agreed curriculum areas
- create and maintain positive relationships with staff, parents and Governors



# Person Specification

<b>Job Title:</b>	Class Teacher	<b>Location:</b>	Park Hill Primary
<b>Grade:</b>	TSM	<b>Post Number:</b>	024085

Area	Description
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Able to demonstrate high quality, effective classroom practice</li> <li>• Evidence of involvement in INSET activities as a participant</li> <li>• Evidence of commitment to further professional development</li> <li>• Excellent and unequivocal reference</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of teaching in KS1 or KS2</li> <li>• Ability to teach National Curriculum to a 'good' standard</li> <li>• Experience of working in a team to plan and teach</li> <li>• Experience of providing for education needs across a full ability range, including Special Needs</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Work to establish good communication and relationships with parents/carers, staff and the wider community</li> <li>• Up to date knowledge of the curriculum including the requirements of the National Curriculum</li> <li>• Knowledge and understanding of the principles of primary education at Key Stage 1 and 2</li> <li>• The application of ICT to support Teaching and Learning</li> <li>• Knowledge of the school and teacher's role improving effectively for the needs of all pupils, including those with behavioural and/or learning needs</li> <li>• An understanding of the use of assessment data to set targets for improvement, strategies to inform teaching including APP and Assessment for Learning</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Effective participation in strategies supporting their own professional development</li> <li>• Motivated and Enthusiastic</li> <li>• Commitment and professional attitude to provide the best quality education</li> <li>• Excellent teaching and organisational skills</li> <li>• Proactive and independent working as well as working collaboratively as part of a team</li> <li>• Main confidentially on all school matters</li> <li>• Communicate effectively, both orally and in written form, to a variety of audiences</li> <li>• Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviours in their professional role</li> <li>• Good cooperative, interpersonal and listening skills</li> <li>• An appreciation of the importance of establishing and developing close relationships with parents/carers, governors and other outside agencies</li> <li>• The ability to meet the needs of all pupils based on assessment for learning</li> <li>• The ability to actively promote self-esteem of all children encouraging them to seek and then value achievement</li> <li>• SA willingness to promote the caring attitudes and values of our school and a commitment to supporting the implementation of our Relationships Policy</li> <li>• A commitment to, and putting into effect of, Equal Opportunity policies</li> </ul>
<b>Special Requirements:</b>	<p>This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DRB Disclosure will be required prior to appointment.</p>

The post holder must comply with Coventry City Council's health and safety policy and is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.