



*Together we Laugh ~ Together we Learn*

## **Joseph Cash Primary School – Class Teacher Job Description**

**“The school is committed to inclusive policies and practice, ensuring equal opportunities for all pupils and staff regardless of race, gender or disability. We are also committed to safeguarding the welfare of our pupils”.**

### **1. The Local Authority**

You are required to carry out the duties of a schoolteacher as set out in the School teachers' Pay and Conditions Document, a copy of which is available online through the DfE.

### **2. The School – Our Visions & Values and Actions & Behaviours**

2.1 The school is committed to policies of ensuring equal opportunities for all pupils and staff regardless of race, gender or disability. Full details of this commitment are contained within the Equal Opportunities Policy document.

2.2 The school fully endorses the approach which seeks the active participation of parents in the school.

2.3 Members of the teaching staff are committed to supporting the work of colleagues with responsibilities in other phases or curriculum areas to the overall benefit of pupils. Staff are also expected to support other initiatives determined by the head, after consultation with the staff, or which arise from local authority or national initiatives.

2.4 You are employed to teach pupils in the age range 3-11.

### **3. The Post**

As a class teacher you will be expected to prepare, deliver, review and evaluate all aspects of the curriculum which you teach. This is to be undertaken in relation to school policies, curriculum documentation and the School Improvement Plan.

***Curriculum Responsibilities to be agreed unless the post holder is a newly qualified teacher.***

### **4. Teaching and Learning**

- a) Contribute to raising the standard of teaching and learning through demonstrating excellent classroom practice.
- b) Establish a safe environment, which supports learning and in which pupils feel secure and confident.
- c) Ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that teaching objectives are met, and best use is made of available teaching time.
- d) Set tasks which challenge and interest pupils, considering differentiation, relevance, progression, breadth and balance and coherence.
- e) Select and make good use of ICT and other learning resources which enable teaching objectives to be met.
- f) Complete records and make effective use of assessment information on pupil's attainment and progress when teaching and planning future lessons.
- g) Set high expectations for pupil's behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- h) Ensure each child's progress with regard to the schools stated Vision & Values. Seek opportunities to contribute to the quality of pupil's broader education, including their personal, spiritual, moral, social and cultural development.
- i) Be fully conversant with and use all school-based schemes of work and policies.
- j) Be fully conversant with and use, all relevant curriculum documentation.
- k) Complete, and have open for inspection, half-termly curriculum plans.
- l) Be fully conversant with, and adhere to, all stated policies with regard to health and safety.
- m) Develop and update Individual Education Plans for children with Special Educational Needs.
- n) Recognise and inform the coordinator of children that are gifted and talented and ensure that the curriculum is challenging enough to meet their needs.

**As Curriculum Leader, you will contribute to the curriculum team in which your subject rests in the following ways:**

- a) Be aware of the current thinking and documentation in the subject and share that knowledge with colleagues, attending courses when necessary.
- b) Understand the relationship of the subject to the curriculum as a whole.
- c) Understand statutory assessment requirements for the subject.
- d) Track the progress of identified individuals and groups in the subject, across the school.
- e) Monitor the teaching of the subject and the standards of attainment through scrutinising planning, observing lessons etc. and providing constructive feedback to staff on areas that could be improved.
- f) Work alongside other teachers to identify appropriate attainment targets.
- g) Be fully aware of the developmental place of the subject in the current SDP and develop an Action Plan to reflect future needs and developments.
- h) Understand the current use and future potential of information and communications technology to aid teaching and learning of the subject.
- i) Review the effectiveness of the subject policy.
- j) Provide the Head Teacher with suggestions for prioritised spending within the subject in the long term and manage the annual budget.
- k) Inform the curriculum team leader of needs with regard to curriculum development and play an active role within the team.
- l) Maintain existing resources and explore opportunities to develop or incorporate new resources to enhance the delivery of the subject.
- m) Be prepared to lead staff meetings when the subject / area is being formally developed or reviewed.
- n) Be prepared to give Governors a short presentation reviewing the subject and stages for further development.
- o) Lead and develop the teaching practice of others and act as a role model of good teaching within the subject where appropriate.
- p) Support parents and carers in supporting their children's learning in the subject.
- q) Liaise with external agencies to achieve the best outcomes for children.

### **Summarily**

Strive to be an effective and motivational professional who challenges and supports staff and pupils to do their best through:

- Inspiring trust and confidence
- Building team commitment
- Engaging and motivating pupils and colleagues
- Analytical thinking
- Positive action to improve the quality of learning within the school

### **Other Duties**

You are required to carry out such duties as the Headteacher may reasonably require from time to time. This job description may be amended after discussion.

# **JOSEPH CASH PRIMARY SCHOOL**

## **PERSON SPECIFICATION CLASS TEACHER**

The following broadly describes the skills, abilities and qualities applicants for the above post must be able to demonstrate.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>1. QUALIFICATION</b>	Qualified teacher status. Evidence of involvement in INSET activities. Evidence of a commitment to sharing in an ongoing programme of professional development	
<b>2. KNOWLEDGE</b>	Up to date knowledge of the Foundation Stage and National Curriculum. An understanding of child development and the way young children learn.	Understanding of the school's role in providing effectively for the needs of its pupils, including those with special educational needs. Understanding of assessment, recording and reporting of pupils' progress and achievements. An understanding of the importance of Personal and Social Education. A good working knowledge of the creative curriculum
<b>3. EXPERIENCE</b>		Recent primary teaching experience in a mainstream classroom. Teaching in a multi-lingual, multicultural environment. Planning and teaching in partnership with support staff. At least two years teaching experience.
<b>4. SKILLS &amp; ABILITIES</b>	A commitment to promoting Equal Opportunities.	Excellent teaching and learning skills. An ability to establish and maintain effective relationships with parents, staff, governors, the local community, partner schools and other external agencies. Good personal relationships e.g. the ability to lead, be a member of a team and to handle difficult situations sensitively within the context of the school's agreed policies and practices. The ability to communicate effectively both orally and in written form. Ability to use Information Technology to support the curriculum.
<b>5. WRITTEN APPLICATION</b>	Well constructed application. Evidence of clear thinking about the role of a teacher and ideas to meet the requirements of the post.	
<b>6. REFERENCES</b>	Good references from appropriate professionals	
<b>7. HEALTH</b>	Good attendance and health record	