



## HOLBROOK PRIMARY SCHOOL

**Job Title:** Class Teacher  
**Grade:** TMS - UPS3

### **Job Purpose**

To be responsible for the educational development and pastoral care of a class.  
To discharge the appropriate curriculum, organisational and management duties.

### **Objectives**

- To create an effective learning environment in which pupils feel secure and are able to contribute appropriately.
- To set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focussed teaching and positive, productive relationships.
- To ensure effective teaching of whole class, groups and individuals so that learning objectives are met and best use is made of available teaching time.

### **Planning**

- Identify clear learning objectives and content appropriate to the subject matter and pupils being taught and specify how these will be taught and assessed.
- Set clear targets for pupils' learning, building on prior attainment, ensuring that pupils are aware of the substance and purpose of what they are asked to do.
- Set tasks for whole class, individual and group work which challenges pupils and ensure high levels of pupil interest.
- Plan opportunities to contribute to pupils' personal, spiritual, moral, social and cultural development.

### **Teaching and Class Management**

- Monitor and intervene when teaching to ensure sound learning and discipline.
- Use effective questioning which matches the pace and direction of the lesson and ensures that pupils take part.
- Use teaching approaches and activities which offer opportunities for visual, kinaesthetic and auditory learning.
- Exploit opportunities to improve pupils' basic skills in Literacy, Numeracy and ICT.
- Evaluate own teaching critically and use this to improve effectiveness.
- Manage the work of Teaching Assistants other adults in the classroom to enhance learning opportunities for pupils.
- Maintain clear structures for lessons and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge for pupils.

- Provide equality of opportunity through teaching approaches.
- In line with responsibilities under the Code of Practice, implement and keep records on SEND Plans for pupils. Liaise effectively with Parents /Carers and with agencies with responsibility for pupils' education and welfare.
- To promote the safety and welfare of all children at the school by following appropriate safeguarding procedures.

### **Monitoring, Assessment, Recording and Reporting**

- Assess how well learning objectives have been achieved and use this assessment to improve specific aspects of teaching.
- Mark and monitor pupils' classwork and homework', providing constructive oral and written feedback in setting targets for pupils' progress.
- Assess and record each pupils' progress systematically, through focussed observation, questioning, testing and marking and use this information to inform planning.
- Know how to prepare and present information reports to Parents/Carers.

### **Professional knowledge and understanding**

- Respect and support the aims and objectives of the school
- Understand the need to take responsibility for own professional development and to keep up to date with research and developments in pedagogy relevant to EYFS and Key Stage 1 and 2.
- Understand professional responsibilities in relation to school policies and practices. Implement agreed school policies and guidelines and support initiatives decided by the headteacher and staff.
- Have a knowledge and understanding of how all pupils learn and improve and understand what constitutes effective teaching.
- Participate in the performance management system for the appraisal of their own performance.
- Take part in and contribute to meetings that relate to teaching/curriculum; co-operate with and, where appropriate, advise the headteacher and other colleagues in the review, development and management of named subject/subjects in the school.
- Take a full and active part of school life.

The appointment is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status, and other current legislation.

This job description may be amended at any time following discussion between the Head teacher and member of staff.



**HOLBROOK PRIMARY SCHOOL**  
**PERSON SPECIFICATION FOR CLASS TEACHER**

**1. QUALIFICATIONS:**

Qualified teacher

**2. EXPERIENCE:**

- Teaching experience as a trainee or teacher.

**3. KNOWLEDGE AND UNDERSTANDING:**

- Evidence of understanding of the principles of teaching and learning.
- Up-to-date knowledge of the National Curriculum.
- The school's role in providing effectively for the needs of all its pupils including those with special educational needs and the gifted and talented.
- Assessment recording and reporting pupil's progress and achievements.
- Strategies to promote positive behaviour and high achievement
- Classroom management to support children's learning.
- The role of parents as partners in education.
- Equal Opportunities and its application at classroom level.

**4. SKILLS AND ABILITIES:**

- To work as part of a team and develop good relationships with colleagues
- To communicate effectively both orally and in written form.
- To establish positive relationships with parents and the wider community.
- To provide a secure, stimulating and well organised learning environment for the children.
- To be supportive, caring and patient.
- To be a member of a curriculum team.
- To use ICT effectively to support children's learning
- To plan and differentiate learning appropriate to children's needs

**5. WRITTEN APPLICATION:**

- Well constructed.

**6. HEALTH AND ATTENDANCE:**

- Good record of both health and attendance.

**7. REFERENCE:**

- Excellent and unequivocal.

