



Job Description

Vacancy Reference No:

Job Title: Class Teacher

Job Number:

Directorate: Children Learning & Young People

Post Number:

Service: Services for Schools

Grade: TMS

Location: Whitley Abbey Primary School

General Duties

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Be passionate about children's learning and their social and emotional growth, who will strive to develop the full potential of the child.
- Be an excellent classroom practitioner
- Be positive, committed and shows initiative
- Have the confidence, determination and resilience to thrive in a well-established community school that supports continuous school improvement
- Embraces the opportunity to work closely with parents, governors and the local community
- Have energy, a sense of humour and a great sense of team spirit
- Promote the vision, ethos and intent of the school

Duties and responsibilities

Teaching and Learning:

- Provide clear planning for lessons and for sequences of lessons, which maintain pace, motivation and challenge
 - Make effective use of assessment information on pupils' attainment and progress and in planning future lessons
 - Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met
 - Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident and can thrive
 - Use a variety of teaching and learning styles, including cooperative learning strategies to keep all pupils engaged
 - Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs
 - Evaluate your own teaching critically to improve effectiveness

Professional Knowledge and Understanding:

- Have knowledge of and keep up-to-date with the National Curriculum and agreed syllabus for Religious Education.
- Be aware of and promote the Whitley core values and drivers as well as British values as part of the curriculum and ethos of the school
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development
- Select and make good use of ICT skills of classroom and management support

- Be familiar with the school's current systems and structures as outlined in policy documents, including Safeguarding and Child Protection policies
- Establish and maintain effective working relationships with professional colleagues and parents
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide opportunities for extra-curricular learning opportunities to enhance the curriculum and engage pupils
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Promote the Thrive ethos in their classroom and throughout the school

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers
- Communicate effectively with other team members

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Other Duties

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job. This job description will be supported by annual objectives which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Development Plan and other school priorities.

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular 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 in particular 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.

Responsible for: TBA

Responsible to: Deputy Head Teacher/ Head Teacher

Date Reviewed: October 2020



Person Specification

Job Title:	Class Teacher	Job Number:	
Directorate:	Children Learning & Young People	Post Number:	
Service:	Services for Schools	Grade:	TMS
Location:	Whitley Abbey Primary School		

Area	Description
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Knowledge:	• Up to date knowledge of the 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
	• An understanding of the importance of Personal, Social and Health Education
	• An understanding of safeguarding procedures

Skills and Abilities:	• 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 work successfully with others to achieve common goals
	• The ability to communicate effectively both orally and in written form
	• A commitment to promoting equal opportunities
	• Ability to use ICT effectively, both through teaching the curriculum and to support the professional role e.g. electronic planning, emailing, using the internet to keep pace with educational advancement etc.
	• Flexible, adaptable, able to prioritise and make decisions

Experience:	• Recent primary teaching experience in a mainstream classroom
	• Teaching in a multi-lingual, multicultural environment
	• Planning and teaching in partnership with support staff
	• Excellent behaviour management strategies with all children

Educational:	• Qualified teacher status
	• Evidence of a commitment to sharing in an ongoing programme of professional development
	• A willingness to learn and grow as a teacher

Special Requirements:	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment
	• High standard of personal conduct and integrity

Date Reviewed: October 2020