



HUNSBURY PARK PRIMARY SCHOOL

JOB DESCRIPTION – CLASS TEACHER

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| Name: Class Teacher | Starting Date: September 2022 |
| Salary Grade: MPS / UPS | Responsible to: Assistant Headteacher |

CORE PURPOSE OF POST

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- To lead a foundation subject across the school.
- Meet the expectations set out in the Teachers' Standards.
- To participate in and contribute to the development of the school.
- To understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- To raise standards and attainment by consistently modelling high expectations.
- To actively engage in personal professional development.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Supporting the school vision

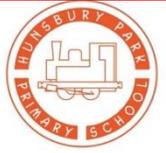
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.

Ethos

- Encourage an ethos which promotes effective teaching and learning, and which sustains improvement in the development of all pupils.
- Make a positive contribution to the wider life and ethos of the school.

Strategic planning

- Work with others on curriculum and pupil development to secure coordinated outcomes.



TEACHING AND LEARNING

Curriculum

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Provide clear structures for lessons and sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.

Monitoring, assessment, recording, reporting and accountability

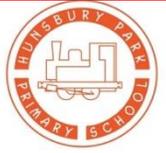
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and effective use of assessment in planning future lessons.
- Assess and record each pupil's progress systematically with reference to the school's current practice including the social progress of each child and use the results to inform planning.
- Mark and monitor classwork and homework, providing constructive feedback and set targets for future progress.
- Understand and know how national and local comparative and school data including National Curriculum test data can be used to set clear targets for pupils' achievement.

Standards and expectations

- Ensure effective teaching of whole class 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.

Monitoring and evaluation

- Be familiar with the SEND Code of Practice and identification, assessment and support of pupils with additional education needs.
- Evaluate your own teaching critically to improve effectiveness.
- Be familiar with the school's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection policies.



Leadership and coordination

- To monitor the quality of teaching and learning through detailed work scrutinies, planning scrutinies and through pupil conferencing, providing thorough diagnostic feedback to individual teachers.
- To create and implement an action plan for subject responsibility, which sets out short, medium and long term goals.
- To monitor the effectiveness of programmes used to enhance the quality of curriculum for pupils.
- To ensure continuity across the phases.
- Support colleagues in the successful delivery of a foundation subject.

SAFEGUARDING AND CHILD PROTECTION

- Ensure that you know who the Designated Safeguarding Lead (DSL) responsible for dealing with child protection and the Deputy DSL are.
- Be familiar with the safeguarding and child protection policy.
- Know what procedures are to be followed if you suspect that a child is at risk of harm.
- Be particularly sensitive to signs which may indicate possible safeguarding concerns and following the necessary reporting steps / process.

PROFESSIONAL DEVELOPMENT AND APPRAISAL

- Be aware of the need to take responsibility for your own professional development.
- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.

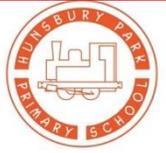
EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- Direct and supervise support staff assigned to you.
- Deploy resources delegated to you.

ACCOUNTABILITY

Effective communication

- Communicate effectively with pupils, parents and carers.
- Provide reports on individual progress to the Headteacher and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.



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 professional duties and responsibilities

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.

CONTRIBUTION TO SCHOOL LIFE

Extra-curricular activities

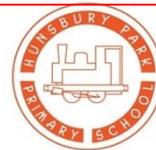
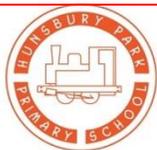
- Contribute to the extra-curricular activities by organising and running at least one after-school weekly enrichment club or activity (3 half terms per year)

Pastoral duties

- As a class teacher, be responsible for the pastoral welfare of the pupils in your class.
- Attend weekly assemblies.

School events

- Demonstrate support of the Friends' organised events, including attending the Christmas and Summer fetes



PERSON SPECIFICATION

| Criteria | Essential | Desirable | Evidence |
|-------------------------------|---|--|---|
| Qualifications and experience | <ul style="list-style-type: none">• Qualified Teacher Status• Degree• Successful primary teaching experience | <ul style="list-style-type: none">• Experience of both KS1 & KS2 | <ul style="list-style-type: none">• Application Form• Documentary evidence |
| Knowledge and understanding | <ul style="list-style-type: none">• Knowledge and understanding of Primary National Curriculum and its application• Knowledge of strategies that enable the teacher to teach mixed ability pupils within the same class and provide work which is differentiated to cater for the entire ability range.• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Knowledge of guidance and requirements around safeguarding children | <ul style="list-style-type: none">• The ability to contribute to a specific curriculum area or areas• Extensive knowledge of key stage 2 assessment | <ul style="list-style-type: none">• References• Interview• Lesson observation |
| Skills and aptitudes | <ul style="list-style-type: none">• Ability to plan and deliver effective lessons to whole classes groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of effective behaviour management strategies• Ability to motivate, challenge and inspire pupils• Ability to teach a wide range of subjects across the primary age range• Strong assessment skills to ensure constructive feedback and realistic targets for future progress• Effective use of a variety of teaching styles and resources including ICT• Ability to develop and maintain good professional relationships and contribute positively to curriculum development.• Ability to set high standards and provide a role model for staff and pupils. | <ul style="list-style-type: none">• Good ICT skills for teaching and management support.• Use of iPads in teaching & learning | <ul style="list-style-type: none">• Application Form• References• Interview• Specific Qualifications or experience |

| Criteria | Essential | Desirable | Evidence |
|---------------|--|-----------|--|
| Communication | <ul style="list-style-type: none">• Good interpersonal/ communication skills• Ability to communicate effectively in a verbal and written form to a range of audiences.• Ability to deal sensitively with people and resolve conflicts. | | <ul style="list-style-type: none">• Application Form• Interview |



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| Disposition | <ul style="list-style-type: none">• Committed to raising the levels of achievement of children of all abilities• Strong team player | | <ul style="list-style-type: none">• Application Form• References• Interview |
| Personal qualities | <ul style="list-style-type: none">• Passionate about Learning and Teaching• Displays warmth, care and sensitivity in dealing with children• Open minded, self-evaluative and adaptable to changing circumstances and new ideas• Able to enthuse and reflect upon experience• Willingness to be involved in the wider life of the school• Ability to prioritise• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times | <ul style="list-style-type: none">• Experience of enrichment activities | <ul style="list-style-type: none">• Application Form• References• Interview |
| Safeguarding | <ul style="list-style-type: none">• An Enhanced DBS• Familiarity with current safeguarding and child protection policies and good practise• Commitment to safeguarding and equality | | <ul style="list-style-type: none">• Documentary Evidence• Interview |