



# **Severne Junior, Infant and (NC) School**

## **Class Teacher Job Description & Person Specification**

## **SEVERNE PRIMARY SCHOOL**

### **Job Description MPS Class Teacher**

#### **Duties and responsibilities**

**All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.**

#### **Have knowledge and understanding of:**

- Relevant aspects of the National Curriculum and all other statutory requirements.
- The national strategies and subjects taught at Primary level.
- The importance of progression and continuity in subject areas across the year group and throughout the school.

#### **Planning and setting expectations:**

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEP's)

#### **Teaching and managing pupil learning:**

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and positive, productive relationships.

#### **Assessment and evaluation:**

- Assess how well learning objectives have been achieved and use this assessment for future teaching.

- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress
- Analyse relevant data and use to develop learning matched against expected progress.

#### **Pupil Achievement:**

- Secure progress toward pupil targets.

#### **Relations with parents and wider community.**

- Know how to communicate with parents and prepare and present informative reports.
- Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with agencies responsible for pupils' welfare.

#### **Managing own performance and development:**

- Understand the need to take responsibility for own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Understand their professional responsibilities in relation to school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.
- To take responsibility for co-coordinating a designated subject or area as negotiated with Headteacher e.g. resource base, policy, schemes of work and budget where appropriate.
- To fully participate in the work of the assigned Strategic Management Team working towards S.D.P. objectives.

#### **Managing and developing staff and other adults:**

- Establish effective working relationships with professional colleagues including all support staff.

#### **Managing resources:**

- Select and make good use of textbooks, ICT and other learning resources, which enable teaching objectives to be met.

Signed: S McMahon

Person Specification: Class Teacher

Severne Junior & Infant School

Criteria	Essential	Desirable
Qualifications	Qualified Teacher status	Evidence of continuous INSET and commitment to further professional development
Experience	<p>The Class Teacher should have experience of:</p> <p>teaching at KS1/KS2</p>	<p>In addition, the Class Teacher might have experience of:</p> <p>teaching across the whole Primary age range;</p> <p>working in partnership with parents.</p>
Knowledge and understanding	<p>The Class Teacher should have knowledge and understanding of:</p> <p>the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</p> <p>statutory National Curriculum requirements at the appropriate key stage;</p> <p>the monitoring, assessment, recording and reporting of pupils' progress;</p> <p>the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</p> <p>the positive links necessary within school and with all its stakeholders;</p> <p>effective teaching and learning styles.</p>	<p>In addition, the Class Teacher might also have knowledge and understanding of:</p> <p>the preparation and administration of statutory National Curriculum tests;</p>

<p>Skills</p>	<p>The Class Teacher will be able to:</p> <p>promote the school's aims positively, and use effective strategies to monitor motivation and morale;</p> <p>develop good personal relationships within a team;</p> <p>establish and develop close relationships with parents, governors and the community;</p> <p>communicate effectively (both orally and in writing) to a variety of audiences;</p> <p>create a happy, challenging and effective learning environment.</p>	<p>In addition, the Class Teacher might also be able to:</p> <p>develop strategies for creating community links.</p>
<p>Personal characteristics</p>	<p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p>	