

***Willingham Primary School***



***Job Description and Person Specification***

***Class Teacher***



## ***Job details***

**Job title:** Class teacher

**Salary:** M1 – M6

**Contract type:** Full-time

**Reporting to:** Phase Leader

## ***Main purpose***

*To ensure that all pupils have the knowledge, experiences and self-confidence to excel at secondary school and make choices now and in the future to live a happy and fulfilling life.*

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
- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable others to do the same
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.

## **Duties and responsibilities**

### **Teaching**

- Design, plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and/or schemes of work, including potential remote learning provision and homework
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- 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
- Participate in arrangements for preparing pupils for external tests

### **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 mission statement, values and drivers
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- 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 in line with the school's 'Self-Regulation and Behaviour Management Policy' to ensure a good and safe learning environment

### **Management of staff and resources**

- Direct and supervise support staff assigned to you and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Deploy resources delegated to you in accordance with school policies

### **Deploy resources delegated to you in accordance with school policies. 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
- Commit to continued professional improvement, including the use of deliberate practice within staff PD

### **Communication**

- Communicate effectively with pupils, parents and carers

### **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 areas of responsibility**

- Co-ordinate a curriculum subject and commit to ensuring excellence in curricular design and progression within that subject

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



## ***Person specification***

Criteria	Qualities	
	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Strong GCSEs in English and Maths</li> <li>• Strong A-Levels outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Subject-based degree</li> <li>• Successful primary teaching experience</li> <li>• Successful experience in leading/co-ordinating a curricular subject</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of cognitive psychology</li> <li>• Understanding of how knowledge provides the foundation for curricular development</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Complete alignment with the school's ethos and values</li> <li>• A commitment to getting the best outcomes for all pupils</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to continuous professional improvement</li> <li>• The ability to take feedback positively and constructively</li> <li>• The ability to support colleagues through constructive and supportive feedback</li> </ul>