

JOB DESCRIPTION – Class Teacher

JOB TITLE: Class Teacher

LOCATION: Eastborough J I & N School

SALARY GRADE: MPS

RESPONSIBLE TO: Headteacher

To have qualified Teacher status and to be responsible for carrying out the professional duties set out in the most recent Teachers' Pay and Conditions Document as directed by the Headteacher, within the context of the job description set out below.

RESPONSIBILITIES AS A STANDARD SCALE TEACHER

1. To work to fulfil the Teacher Standards
2. To plan, deliver, monitor and evaluate programmes of learning for a class/group of children as allocated by the Headteacher.
3. To attend to the administration for and accept responsibility for the pastoral needs of a class/group and to liaise with the Headteacher and other colleagues (when appropriate) on particular pastoral problems.
4. To share with other Teachers the standing day to day or emergency arrangements for the supervision of pupils and the maintenance of good order and the school's timetable.
5. To take responsibility for the development and co-ordination of a curriculum area throughout the school.

Duties

1. Curricular

- To plan activities and experiences appropriate to the age, ability and needs of pupils so as to ensure pupils receive a broad and balanced curriculum.
- To follow the policies and schemes of work of the school, having regard for the materials and methods recommended.
- To assess and record pupils' progress and attainments in accordance with school policy.
- To set, mark, record and return work for pupils in accordance with the school's policy.
- To provide written reports to (a) other agencies in accordance with school procedures and the Code of Practice and (b) to parents in accordance with statutory requirements.
- To consult with the SENCO in developing IEPs for pupils on the Special Needs Register.
- To create and maintain a stimulating, challenging environment within the classroom and in the public areas which encourages learning.
- To organise classroom resources to motivate children towards independence and self-reliance.

- To promote the academic progress and well being of individual pupils through personal guidance, parental involvement and professional consultations as may be necessary, having regard for the needs and abilities of each child.

2. Pastoral

- To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere.
- To promote the social welfare of pupils through personal counselling and prompt referral to the Headteacher.

3. Curriculum area of responsibility

- To keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues.
- To promote good practice by:
- Liaising with colleagues and giving practical support in planning and delivering classroom activities.
- Demonstrating classroom expertise and displaying work to show the quality of provision offered.
- Delivering Inset.
- To be involved with colleagues in formulating, reviewing and modifying a written policy.
- To liaise with the Senior Management Team and Headteacher regarding evaluation of provision, new ideas and initiatives in order to ensure development and the achievement and maintenance of high standards.

4. General

- To promote Equality & Diversity ensuring that, specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
- To attend meetings with colleagues, parents or other agencies within specified time allocations and at reasonable advanced notice.
- To consult and co-operate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods of assessment.
- To have a positive interest in professional development - attending meetings and In-service training courses and participating in professional development exercises as directed by the Headteacher within the terms of the local scheme for the use of working time beyond the pupils' school year.
- To participate in Performance Management as required by Government Regulations - 1 September 2000.
- To carry out other duties as the Headteacher may reasonably require, to the level expected of a Teacher on the standard scale, relating to the efficient organisation of the school, and to any necessary adjustments in the specified time allocations.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy.

JOB TITLE: Class Teacher Eastborough J I & N School		Job Ref:	
ATTRIBUTES	CRITERIA	HOW IDENTIFIED	RANK
RELEVANT EXPERIENCE	1. Recent teaching experience in Key Stage 1 or 2.	Application /Interview	A
	2. Experience of teaching the requirements of the new curriculum	Application/interview	A
	3. Experience of using ICT effectively in the curriculum.	Application/interview	A
	4. Experience of working with children with special needs.	Application/interview	A
	5. Experience of teaching children who speak English as an Additional Language.	Application/interview	B
EDUCATION AND TRAINING	6. Qualified Teacher Status.	Application	A
	7. Primary trained.	Application	A
	8. Willingness to undertake further professional development.	Application	A
GENERAL AND SPECIAL KNOWLEDGE	9. Knowledge of the 2014 primary curriculum.	Application/Interview	A
	10. Knowledge and understanding of principles of effective teaching and learning.	Application/Interview	A
	11. Knowledge of current changes to assessment procedures.	Application/Interview	A
	12. Good communication skills.	Application/Interview	A
	13. Understanding and commitment to Kirklees Council's Equality & Diversity Policy and how it relates to the duties of this role.	Application/Interview	A
SKILLS AND ABILITIES	14. Excellent classroom management & teaching skills	Application/Interview	A
	15. Ability to use a variety of teaching styles and justify the choice.	Application/interview	A
	16. Able to practice positive behaviour management.	Application/interview	A
	17. Ability to plan, create and organise an effective and stimulating learning environment.	Application/Interview	A
	18. Able to work as part of a team.	Application/interview	A
	19. Able to effectively contribute to year group meetings, staff meetings/INSET/training etc.	Application/Interview	A
	20. Able to reflect on teaching/learning and maintain the pace required of a rapidly improving school.	Application/Interview	B
	21. Proficient in ICT.	Application/interview	A
	22. Ability to inspire, motivate and excite learners.	Application/interview	A
	23. Ability to develop positive relationships with staff, children, parents & the wider school community.	Application/interview	A
	24. Ability to develop continuity & progression for all learners.	Application/interview	A
ADDITIONAL FACTORS	25. Willing to contribute fully to the life of the school including the development of extra curricular activities.	Application	A
	26. A commitment to learning beyond the classroom.	Application/Interview	B
	27. Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application/Interview	A
		Application/Interview	A

Please make sure that you demonstrate your ability to meet requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A and B in the Rank column refer to the importance we will give your answers when we read your application. You must have all the A's to be considered further. If a large number of people apply for the job, we will only shortlist those who have the Bs as well as the As. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.