

New Mill Infant and Junior Schools



Job Description: Class Teacher

Responsible to: Head Teacher

Responsible for:

- Teaching a class as directed by the Head Teacher and taking responsibility for the teaching and learning of a group of pupils within the context of the ethos and aims of the school.
- Establishing and maintaining regular communications with the Head Teacher, teacher colleagues, Governors and other schools and where appropriate within a curriculum area.

Accountable for:

- The quality of teaching and learning within the class/group.
 - To define and make clear to the pupils the objectives for each lesson in accordance with the agreed Scheme of Work, taking into account the differing abilities of the pupils.
 - To direct the work of class based Teaching Assistants and to monitor their performance.
 - To mark and assess pupils' work in accordance with Key Stage and whole school marking policy.
 - To keep an accurate and up to date record of each pupils' progress and achievement in line with the School Assessment Policy.
 - To encourage and stimulate every pupil to achieve the best quality of work of which he/she is capable.
 - To promote and maintain a safe and visually stimulating classroom.
 - To set and monitor homework in accordance with the Homework policies and agreed timetable.
 - To keep an appropriate record of lesson plans and lesson notes.
 - To write and review IEPs, MSP's and EHCP's for SEND children in consultation with the SENCO.
 - To liaise with parents as required, including attendance at Progress Meetings, IEP Review Meetings and Annual Reviews.
 - To lead one or more subject areas across the school (now, or in the near future)
 - To attend staff meetings as required/agreed.

- To complete pupil reports and reviews as required and to agree individual pupil/group targets.
 - To provide data to update the pupil tracking system.
 - To contribute to Whole School policy making through the development of schemes of work and assessment materials.
 - To take on board Key Stage and Whole School documentation and to respond appropriately.
 - To respond positively to requests for information from the Head Teacher and the Leadership Team.
 - To represent the School at open days, welcome evenings and other events, as agreed.
- Sharing good practice.
 - To keep abreast of developments/good practice in teaching and learning within the Key Stage.
 - To report back on INSET provided as required and to share good practice/inform colleagues.
 - To take responsibility for an allocated area of the curriculum, monitoring planning, teaching and resources (as directed by SLT).
 - Supporting School administration.
 - To carry out break duties as required/agreed.
 - To lead assemblies as required/agreed.

Further Duties:

- To carry out additional tasks deemed reasonable by the Head Teacher.
 - To undertake Performance Management and to contribute to the programme as Required / agreed.
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POST TITLE: Class Teacher for Year 6 - New Mill Infant and Junior Schools

	CRITERIA	RANK	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of delivering the primary curriculum	E	Application form Interview References
	Able to demonstrate good - outstanding primary practice	E	
	Experience of applying varying methods of classroom organisation.	E	
	Experience of teaching all subjects of the National Curriculum and RE	E	
	Experience of teaching year 6.	D	
	Experience of working as part of a team.	E	
	Experience of using assessment to support and enhance learning and progress	E	
EDUCATION AND TRAINING	Qualified Teacher Status	E	Application form
	Knowledge of latest developments in educational matters	E	Interview
	Willingness to attend further training related to the post offered.	E	References
GENERAL AND SPECIAL KNOWLEDGE	Working knowledge of the National Curriculum Programmes of Study and current developments	E	Application form Interview References
	Clear philosophy of primary education and the ability to translate it into practice	E	
	Good knowledge and understanding of creative and experiential learning	E	
	Commitment to the assessment, tracking and targeting of pupil progress	E	
	Enthusiastic, creative and energetic approach to learning	E	
	Willingness to lead a curriculum area (or work towards this)	E	
	Good knowledge and understanding of Year 6 SATs	D	
SKILLS AND ABILITIES	Enthusiastic and hard working	E	Application form
	Willingness to work as a team	E	Interview/ References
ADDITIONAL FACTORS	Commitment to parental involvement in school	E	Application form Interview References
	Commitment to extra-curricular involvement	D	
	Ambitious in terms of school/personal development	E	
	Well organised, imaginative, innovative, understanding and approachable	E	
	Good sense of humour	E	
	Willingness to contribute fully to the life of the school	D	

Please demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. You must have all the Essential (E) criteria to be able to do the job. If a large number of people apply for the job, we will only shortlist those who have the Desirable (D) as well as the Essential (E).