

**Headlands CE Junior, Infant and Nursery School
Headlands Road, Liversedge WF15 6PR**

JOB DESCRIPTION

POST TITLE: Class teacher

SALARY: MPS

RESPONSIBLE TO: Headteacher

To have qualified teacher status and 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 MAIN SCALE TEACHER

1. To plan, deliver, monitor and evaluate programmes of education for a class of children in Foundation Stage/Key Stage 1/Key Stage 2 as appropriate.
2. To demonstrate a commitment to positive behaviour management throughout the school.
3. To attend to the administration for and accept responsibility for the pastoral needs of a class and to liaise with the Headteacher and other colleagues as appropriate on particular pastoral problems.
4. To maintain positive behaviour within the classroom and around school in line with the school behaviour policy.
5. To participate in developing the curriculum throughout the school.
6. To work within the parameters of the Local Authority and school safeguarding policy.

DUTIES

Curricular

1. To plan activities and experiences appropriate to the age, ability and needs of pupils related to the National Curriculum/EYFS/Primary Strategies so as to ensure pupils receive a broad and balanced curriculum.
2. To follow the policies and schemes of work of the school, having regard for the materials and methods recommended.
3. To assess and record pupils' progress and attainment in accordance with school policy.
4. To set, mark and record work for pupils in accordance with the school's policy.
5. To provide written reports to:
 - Other agencies in accordance with school procedures and the SEND Code of Practice;
 - Parents in accordance with statutory requirements.
6. To consult with the SENDCO in developing provision for pupils on the SEND Register.
7. To create and maintain a stimulating, challenging environment within the classroom and in the public areas that encourage learning.
8. To organise classroom resources to motivate children towards independence and self-reliance.
9. 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.
10. To be responsible for progress and attainment across the curriculum for children within the class.

Pastoral

1. To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere.
2. To promote the social welfare of pupils through personal counselling and prompt referral to the Headteacher.
3. To maintain current pupil records in accordance with the school system.
4. To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Headteacher.
5. To attend and lead school collective worship and to supervise children in the case of withdrawal on moral grounds.

Curriculum responsibility

1. To manage a curriculum area.
2. To be involved in the organisation, maintenance and review of resources.
3. To disseminate information and ideas to colleagues.
4. To provide appropriate CPD to colleagues as necessary.
5. To contribute to the review of the curriculum.

General

1. To promote equal opportunities ensuring that specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
2. To attend meetings with colleagues, parents or other agencies within specified time allocations.
3. To consult and cooperate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods of assessment.
4. To have a positive interest in professional development - attending meetings and in-service training courses and participating in professional development exercise as directed by the Headteacher.
5. To participate in Appraisal/NQT Induction as appropriate.
6. To carry out other duties as the Headteacher may reasonably require, to the level expected of a teacher on the main scale, relating to the efficient organisation of the school and to any necessary adjustments in the specified time allocations.

Headlands CE J I & N School

TEACHER

ATTRIBUTES	RELEVANT CRITERIA	HOW IDENTIFIED	RANK
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Recent relevant experience with the primary age range (3-11 years) • Evidence of excellent class teaching across the curriculum, but especially in literacy and numeracy • Experience of working with children with special educational needs • Knowledge and understanding of recent developments and initiatives in Primary Education • Experience of managing additional staff within the classroom 	Application Form / Interview / Selection Process / References	A A A B A
EDUCATION AND TRAINING ATTAINMENTS	<ul style="list-style-type: none"> • Qualified teacher status • Appropriate training to support teaching within primary age range • Commitment to training and professional development 	Application Form / References	A A A
GENERAL AND SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • A clear philosophy of primary education and the ability to put it into practice • Sound knowledge of the curriculum relevant to primary aged pupils and the ability to plan, teach, assess and monitor it • Ability to create an attractive classroom environment which stimulates children’s interests and supports their learning • Commitment to equal opportunities and inclusion • Understanding of safeguarding legislation/practices • Knowledge of assessment and target setting procedures including reporting to parents 	Application Form / Interview / Selection Process / References	A A A A A A
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work as part of a team • Ability to demonstrate a range of strategies to support positive behaviour • Good communication skills and ability to liaise with colleagues and outside agencies • Good organisational skills • Good knowledge of and competence in ICT • Hard working and enthusiastic • Flexibility and adaptability to deal with situations as and when they occur • Readiness to accept change • In sympathy with the aims of this Church of England School • 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 Form / Interview / Selection Process / References	A A A A A A A A A A

Please make sure that you 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. The letters A and B in the “rank” column refer to the importance we will give your answers when we read your applications. You must have all the A’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during the induction. 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. Where criteria are to be identified through the “Selection Process”, this may involve presentations, teaching demonstrations, group discussions, interview etc.