



Job Description & Person Specification

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| Job Title: | Class Teacher |
| Service / Provision: | St Marks CofE Junior School |
| Job Family: | Teaching |
| Line Manager: | Headteacher (HT) |
| Salary Grade: | MPS – UPS |
| Annex: | Please ensure you refer to Annex 1 with this job description |

To teach children and young people (CYP) within the Education Provision (EP) while leading and managing a team of classroom assistants effectively. To be involved in EP development work and carry out other such associated duties as are reasonably assigned by the Headteacher (HT)

The job description is to be performed in accordance with the provisions of the 'School Teachers pay Terms and Conditions of Service Document' and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the 'Conditions of Service for School Teachers in England and Wales' (the burgundy book) and to locally agreed conditions of employment.

Key accountabilities, duties and responsibilities

Leadership & Management

- To provide examples of good and outstanding teaching practice; including preparation and planning, classroom management and the maintenance of effective working relationships with CYP and colleagues
- To organise the effective deployment and direction of teaching assistants, within the classroom and support the development of an effective team
- To implement agreed school policies and guidance
- To support the School Improvement Plan and contribute to the strategic vision of the Head of Education Provision and Governors
- To participate in meetings which relate to the school's management, curriculum, administration or organisation
- To communicate and co-operate with specialists from outside agencies to provide an effective multi-agency service and prepare reports on the needs of individual CYP as requested
- To participate in the performance management system for the appraisal of their own performance, or that of other teachers and teaching assistants

Achievement and Assessment of Students

- To set and evaluate individual termly targets and to maintain records of achievement for CYP, in consultation with colleagues
- To provide reports and assessments for CYP in accordance with school policy and for a range of audiences, including a detailed report prior to their annual review
- To ensure that effective communication is maintained with parents/carers about their child's welfare, progress and participation in our school community



Quality of Teaching

- To provide a stimulating classroom environment, where resources can be accessed appropriately by all CYP

Behaviour, Safety and Care of Students

- Support strategies which promote high standards of behaviour
- Promote and safeguard the safety and welfare of all CYP
- To maintain a safe and secure environment for students, in accordance with the school's behaviour policy

| Tasks/duties | Essential skills | Desirable skills |
|---------------------------|---|---|
| Qualifications & Training | <ul style="list-style-type: none"> • Have Qualified Teacher Status • Have experience of teaching across the Primary Phase | <ul style="list-style-type: none"> • Key Stage 2 experience |
| Knowledge & Experience | <ul style="list-style-type: none"> • Be an accomplished and experienced classroom practitioner • Experience of setting targets, monitoring, assessment and monitoring performance in order to raise pupil achievement | <ul style="list-style-type: none"> • Experience of managing support staff and building positive working relationships with them • Successful experience of teaching ICT skills to across the curriculum |
| Skills & Abilities | <ul style="list-style-type: none"> • Good ICT skills with the ability to use ICT to promote learning • Ability to work well within a team • Be committed to inclusion • Ability to build trusting relationships with parents • Good communication skills • Ability to relate to people at all levels • Caring and understanding approach • Ability to work under pressure • Adaptable and versatile approach | <ul style="list-style-type: none"> • Experience of developments relating to assessment of relevant pupil groups • Knowledge of differing teaching and learning styles • Ability to contribute to extra-curricular activities • Up to date knowledge of educational trends |