

**Tyssen Community School  
& Children's Centre**

**Job Description**

**Post Title:** Class Teacher

**Grade:** MPS

**Responsible to:** Headteacher

**Main Activities and Responsibilities**

The post holder will take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.

**1. Duties**

- 1.1 The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively
- 1.2 This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and governing body by the post holder in the role of 'Class Teacher'.

**2. Particular Specific Responsibilities**

- 1. The postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
- 2. The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- 3. The postholder will be responsible for the supervision of the work of support staff.
- 4. The postholder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of

those pupils as well as the general responsibilities in the school as agreed with the Headteacher.

### **3. General Responsibilities**

1. Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.
2. Creating a well ordered and secure environment that will ensure the educational well-being of individual children within the group.
3. Making effective use of ICT to enhance learning and teaching.
4. Undertaking careful planning and delivery of the curriculum.
5. Ensuring careful and ongoing assessment of the pupils learning to inform further planning.
6. Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
7. Completing all assessments and records as determined by school policy in a timely fashion.
8. Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.
9. Working with school leaders to complete and teach individual pupil plans where pupils have specific needs. (IEPs)
10. Ensuring that equal opportunities are implemented in the classroom and throughout the school.
11. Developing and maintaining positive relationship with parents, which involve them actively in the classroom and in the learning process.
12. Participating in planning and staff meetings.
13. Contributing to the whole school ethos by taking a leading role in display particularly in own classroom.

14. Contributing towards the development of the school and implementation of whole school policies.
15. Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.

**4. Other Responsibilities**

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Signed..... Date.....

## Person Specification

**Post Title:** Class Teacher

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
<b>Experience</b>		
Will have had some experience of teaching in a multicultural inner city environment through trainee placements	✓	
<b>Professional Knowledge and Understanding</b>		
Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages	✓	
An understanding of the National Literacy and Numeracy Strategies as well as the emerging Primary Strategy	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> <li>• Participation and implementation of the School Behaviour Policy</li> <li>• Awareness of Health and Safety implementation in the work place</li> <li>• Implementation of the school Equal Opportunities Policy</li> </ul>	✓	
Must understand the contribution of EMA work in a primary school and what constitutes good practice and support for bilingual learners	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN		✓
<b>Professional Skills and Abilities</b>		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	
<b>Personal Qualities</b>		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	

A teacher with a flexible approach to work who enjoys being a good team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	