



## **Ottery St Mary Primary School**

### **Job Description: Class Teacher**

**Job Title:** Class Teacher

**Scale:** MPS

**Responsible to:** The Headteacher and the Governing Body of the school

**Relationships:** Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

- Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Promote the school's mission statement 'Learning together, developing potential, touching hearts and engaging minds'
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

#### **As a Class Teacher:**

The Class Teacher will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;

- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;
- Promote the school's code of conduct amongst pupils, in accordance with the school's Behaviour for Learning Policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and cooperate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

Name of Post holder:

Date :

Signature of Post holder: .....

Signature of Headteacher.....

## Person Specification Ottery St Mary Primary School

Post Title: Class teacher

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status	✓	
<b>Experience</b>		
Will have had some experience of teaching in a primary school / Early Years environment either through contracted arrangements or trainee placements	✓	
<b>Professional Knowledge and Understanding</b>		
Must have a sound knowledge of the National Curriculum programmes of study for all the subjects for both Key Stages	✓	
A sound knowledge and understanding of the Foundation Stage Curriculum		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Familiarity with KS1 and KS2 Standardised Attainment Tests		✓
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> <li>● Participation and implementation of the School Behaviour for Learning Policy</li> <li>● Awareness of Health and Safety implementation in the work place</li> <li>● Implementation of the school Equal Opportunities Policy</li> </ul>	✓	
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 SEND		✓
<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 provide high quality marking and feedback to pupils which moves their learning on.	✓	
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 workload 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 implement 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	✓	