

Stapleford Community Primary School

POST TITLE: CLASS TEACHER

RESPONSIBLE TO: HEADTEACHER



Stapleford Community
Primary School
Ambitious Caring Excellence

PERSON SPECIFICATION:

We seek to employ someone who has the ability to

- Deliver high quality teaching and evaluate its impact
- Stimulate effective and appropriate learning
- Encourage and enable children to achieve their best
- Care for the children and encourage their personal development
- Celebrate children's development and achievement
- Be creative and flexible in their work practice
- Communicate effectively with adults and children, working as part of a team
- Maintain a sense of humour

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| Recognised teaching qualification, degree or equivalent | ✓ | |
| Recent personal and professional development | ✓ | |
| Skills, knowledge, qualified & experience | | |
| Experience in primary schools | ✓ | |
| Proven successful teaching experience across the 4-11 age range | | ✓ |
| Superb primary practitioner, able to plan and teach inspiring lessons to children of all abilities | ✓ | |
| Experience of teaching phonics | ✓ | |
| A working knowledge of effective inclusive strategies | | ✓ |
| Up-to-date knowledge of current practices and developments in education for children | ✓ | |
| Experience of planning from a creative or topic-based curriculum | | ✓ |
| Able to assess children's work and develop strategies to support children to overcome barriers to learning | ✓ | |
| High expectations of self and others | ✓ | |
| Able to differentiate for and include children with special educational needs | ✓ | |
| Training in one or more of the following: <ul style="list-style-type: none">• Autistic spectrum disorder• Specific learning difficulties• Speech and language difficulties | | ✓ |
| Basic child protection training | ✓ | |
| Experience of leading and managing a curriculum subject area | | ✓ |

| | | |
|---|---|--|
| Able to manage and direct the work of Teaching Assistants | ✓ | |
| Able to work with other colleagues in a team | ✓ | |
| Able to manage behaviour using the STEPs approach | ✓ | |
| Cheerful, enthusiastic, with a positive outlook | ✓ | |
| Able to uphold the caring community ethos of the school and its teamwork approach | ✓ | |
| Well-organised | ✓ | |
| Ability to relate to people at all levels using good communication skills | ✓ | |
| Commitment to equality of opportunity and inclusion | ✓ | |
| Promote and support enrichment opportunities such as extra-curricular activities, themed days/weeks, inter-school events, Anglian Learning days | ✓ | |
| Be a good role model for pupils and staff | ✓ | |



STAPLEFORD COMMUNITY PRIMARY SCHOOL-Part of Anglian Learning

| | |
|--|---|
| Post Title: | CLASSROOM TEACHER |
| <p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> | |
| Purpose: | Responsibility for Learning and teaching of a class. Co-ordinating activities relating to a negotiated subject area. |
| Responsible to: | Head Teacher |
| Responsible for: | Functions listed under duties and particular duties |
| Scope: | Classroom teacher Subject Co-ordination |
| Salary/Grade: | Main Scale |

| | |
|----------------|---|
| Duties: | <p>TEACHING</p> <ol style="list-style-type: none">1. To be responsible for teaching a class in either KS1 or KS2.2. To contribute to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.3. To plan, prepare and assess lessons in line with school policies and schemes of work.4. To demonstrate a good standard of classroom practice and to reflect on own teaching.5. To provide regular feedback to parents about their child's progress and well-being in line with the schools' procedure for parental contact, including the end of year written reports for parents.6. To teach lessons according to the individual needs of pupils, having high expectations and setting challenging targets.7. To promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.8. To set and mark homework as appropriate and in line with the school's homework policy.9. To keep up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policy.10. To implement, monitor and evaluate national initiatives – English, |
|----------------|---|

maths and Computing.

11. To administer assessment tasks and tests in line with school policy.

Religious Education

1. To ensure that all children receive appropriate instruction in religious education, as outlined in the Cambridgeshire agreed syllabus.

Extra Curricular Duties

1. To promote good relationships with parents by attending meetings, fund raising events and other activities.
2. To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the whole community.
3. To be aware of the key priority areas for improvement in the SDP and contribute towards its progress.
4. To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns immediately to the Head teacher.
5. To be aware of and support pupils differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
6. To promote the general progress and well being of individual pupils through the school, in line with the Healthy Schools standards.
7. To maintain good order and discipline among pupils throughout the school, in line with Behaviour Policy.
8. To safeguard every pupil's health, safety and well being in line with school policies.
9. To keep records and make reports on the personal and social needs of pupils
10. To communicate and co-operate with other agencies to support the educational development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above.
11. To register pupils at the start of the school day and after lunch break.
12. To provide advice and guidance to pupils and parents on educational, emotional and behavioural and social matters in line with school policies and in consultation with the Head teacher.
13. To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
14. To attend assemblies, and occasionally lead them when requested by the Head teacher.
15. To supervise pupils throughout the school during playtimes and at any other times requested by the Head teacher.
16. To foster and support extra-curricular activities in the interest of the

| | |
|--|---|
| | <p>school community e.g. school plays, concerts, clubs etc.</p> <p>SUBJECT LEADER RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. To assist in the formulation and review of policy documentation as set out in the School Development Plan in full consultation with teaching staff. 2. To assist in the writing of an Action Plan for School Development for a core/foundation subject area, an executive summary of the subject area, and evaluate the effectiveness of the plan where appropriate. 3. To exemplify good practice in the classroom. 4. To collaborate with and support other subject leaders with developing schemes of work, ensuring progression and continuity across year groups. 5. To contribute to the monitoring and evaluation of the quality of teaching and learning in a core subject. 6. To attend courses and meetings and to cascade important and relevant information to teaching colleagues. 7. To keep up to date with current trends and research and to debate as appropriate. 8. To audit, order, organise and allocate resources throughout the school and to take on a budget responsibility. 9. To contribute to special curriculum days or events, as agreed with the Head teacher. 10. To contribute information to parents' meetings. 11. To liaise with members of the Governing Body enquiring about a particular subject, to inform them of progression of the School Development Plan, quality of teaching and learning and standards in the subject. |
|--|---|

All the above duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

I have read and accept the responsibilities outlined within this job description.

Staff member.....

Date.....

Head teacher.....