



HOLY TRINITY PEWLEY DOWN SCHOOL

JOB DESCRIPTION

- POST TITLE:** KS1 or KS2 Classteacher
- 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

RESPONSIBILITIES

- 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
- Contribute to constructive teambuilding amongst teaching and non-teaching staff, parents and governors;

KEY TASKS

The Class Teacher will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks, to ensure that pupils have the opportunity to meet their potential. This will take into account of the needs of pupils who are: underachieving, very able, not yet fluent in English; making use of relevant information and specialist help where available;

- plan effectively, where applicable, to meet the needs of pupils with Special Educational Needs and, in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review of Individual Education Plans;
- Be able to set clear targets for pupils' learning taking into account the school's policy and National Curriculum requirements and prior attainment and monitor pupils progress towards those targets;
- use appropriate teaching and learning strategies to communicate clear learning objectives and expectations;
- recognise the level that a pupil is achieving and make accurate assessments, independently, against attainment targets, where applicable, and performance levels associated with other tests or qualifications relevant to the subject(s) or phase(s) taught;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- 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 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 and lead as a subject throughout the school.
- 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
- Undertake to run an extracurricular club/activity each week.

PERSON SPECIFICATION:

Qualification: Qualified Teacher Status

You will be able to demonstrate the following competencies:

- Able to remain positive and enthusiastic
- Able to keep abreast of current educational thinking and keep up-to-date in subject knowledge and national developments
- Able to plan and teach effectively using a variety of strategies
- Able to work as part of a team
- Able to prioritise and organise own work
- Able to demonstrate good communication skills with both adults and children
- Demonstrate a 'Can-do' attitude
- To be flexible, energetic, adaptable and have the ability to use initiative
- To be dedicated to the success of the students, their teams, the school and themselves.