

## JOB DESCRIPTION

### Early Career Teacher or lower mainscale

Post: <b>Class Teacher</b>	Grade: <b>MPS lower end</b>
Start date: <b>September 2024</b>	Review date: <b>September 2025</b>
Line Manager: <b>Headteacher</b>	

***All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.***

#### **Class teacher**

##### **General duties**

- To meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document.
- To carry out professional duties and to have responsibility for an assigned class.
- To carry out such other duties as are reasonably assigned by the Headteacher.
- To share in the corporate responsibility for the safeguarding and behaviour management of all pupils.
- To promote the aims and objectives of the school and to support and further the Christian ethos.
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's Equality Policy.

##### **Specific Responsibilities**

- To plan and deliver a curriculum appropriate to the needs of all children and in accordance with the requirements of the National Curriculum, school policies and schemes of work.
- To assess, record and report the development, progress and attainment of pupils in accordance with the schools' assessment and evaluation procedures.
- To monitor, mark and assess pupils' work, using these assessments to inform planning and set targets that promote continuity and progression.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To ensure good behaviour and attitudes within the classroom and the school.
- To effectively lead and manage the work of Teaching Assistants and other adults within the classroom.
- To build and maintain partnerships with parents and carers and to communicate with them about pupils' learning and progress.
- To work in partnership with the children, their parents, other members of staff and outside agencies to promote the well-being and educational progress of each pupil.
- To contribute to meetings, discussions and management systems necessary to co-ordinate the work and development of the school.

- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To participate and engage with the Appraisal process to enable professional development and improvement.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

**As an early career teacher, candidates will not be expected to lead in a particular subject, unless you are ready to do so.**

### **Areas of Responsibility and Key Tasks**

***In addition to the requirements of a Class Teacher***

#### **Strategic Direction and Development of the Subject**

- *Develop and implement subject related policies and practices which reflect the school's commitment to high achievement through effective teaching and learning*
- *Have an enthusiasm for the subject which motivates and supports other staff*
- *Use relevant school data to inform targets for development and further improvement for individuals and groups of pupils*
- *Develop plans for the development of the subject which identify clear targets, times-scales and success criteria in line with the School Development Plan*
- *Monitor the quality of teaching and learning by working alongside colleagues, analysing work and outcomes*

#### **Effective Deployment of Resources**

- *Support the Headteacher by maintaining efficient and effective management and organisation of learning resources*
- *Developing or identifying new resources including ICT applications to the subject*
- *Support the Headteacher by maintaining efficient management of the expenditure for the subject*
- *Support colleagues to create a stimulating learning environment for the teaching and learning of the subject*

## Person specification and Selection Criteria

### Post Title: Class teacher

This person specification lists the requirements that are necessary for this post. In your application and your personal statement please make specific reference to each of the criteria below and demonstrate how you meet the requirements.

<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Qualified Teacher Status as defined by the DFE or completing a course leading to the award of QTS e.g. PGCE/B.Ed.</li> </ul>	
<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<p>As an early career teacher, we recognise experience is via placements rather than previous employment. Alternatively, if you are applying as a lower main-scale teacher having completed your two-year support package:</p> <ul style="list-style-type: none"> <li>Experience of planning and delivering a broad and balanced curriculum appropriate to the needs of all children</li> <li>Experience of creating and managing a stimulating learning environment which is conducive to learning</li> <li>Experience of monitoring, evaluating and improving the quality of teaching and learning</li> <li>Experience of assessing, recording and reporting pupils' progress and attainment</li> <li>Experience of working in partnership with parents/carers to improve outcomes for children</li> </ul>	
<b>Knowledge and Understanding</b>	
<b>Essential</b>	<b>Desirable</b>
<p>A good knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>The National Curriculum for Key Stage 1 and 2 and how to maximise learning through a creative curriculum</li> </ul>	

<ul style="list-style-type: none"> <li>• How assessments can be used to inform planning and set targets that promote continuity and progression</li> <li>• Raising pupils' attainment and accelerating progress</li> <li>• Promoting pupils' spiritual, moral, social and cultural development</li> <li>• The statutory requirements for legislation concerning Equal Opportunities, Health and Safety, SEND and Safeguarding</li> </ul>	
<b>Skills and Abilities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Well-developed oral and written communication skills</li> <li>• Ability to manage and deploy other adults to maximise learning for pupils</li> <li>• Ability to plan, prioritise and meet deadlines</li> <li>• Ability to analyse progress against clear success criteria</li> <li>• Ability to think creatively and to show initiative</li> <li>• Ability to motivate and inspire others</li> <li>• Excellent behaviour management skills</li> <li>• Ability to use ICT effectively to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse and use comparative data</li> </ul>
<b>Personal Qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Approachable with excellent interpersonal skills</li> <li>• Adaptability to changing circumstances and new ideas</li> <li>• Motivation, enthusiasm and commitment</li> <li>• Good humour and patience</li> <li>• A commitment to self- evaluation and continuous improvement</li> <li>• Willingness to be involved in all aspects of school life</li> <li>• Sympathetic to the aims and ethos of a church school</li> </ul>	