**Hotham Primary School**

**Job Description**

Class Teacher – Main Pay Scale

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Areas of Responsibility and Key Tasks**

**a) Planning, Teaching and Class Management**

* Ensure that planning and teaching enables all children to achieve and make clear progression
* Identifying clear teaching objectives and specifying how they will be taught and assessed
* Setting tasks which challenge pupils and ensure high levels of interest
* Setting appropriate and demanding expectations
* Setting clear targets, building on prior attainment
* Identifying SEN or very able pupils;
* Provide clear structures for lessons maintaining pace, motivation and challenge;
* Make effective use of assessment and ensure coverage of programmes of study;
* Ensure effective teaching and best use of available time;
* Monitor and intervene to ensure sound learning and discipline
* Use a variety of teaching methods to:

1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
3. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;

* Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate

to the subject taught;

* Evaluate their own teaching critically to improve effectiveness;

***Additional Standards for Nursery and Early Years:***

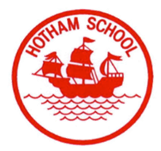
* Take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
* Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
* Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
* Manage parents and other adults in the classroom.

**b) Monitoring, Assessment, Recording, Reporting**

* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* Mark and monitor pupils' work and set targets for progress;
* Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* Prepare and present informative reports to parents.

**c) Other Professional Requirements**

* Have a working knowledge of teachers' professional duties, legal liabilities and professional standards
* Be reflective, adaptable and proactive
* Be willing to share and model very good or outstanding practice
* Operate at all times within the stated policies and practices of the school;
* Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* Endeavour to give every child the opportunity to reach their potential and meet high expectations;
* Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
* Take responsibility for their own professional development and duties in relation to school policies and practices;
* Liaise effectively with parents and governors.
* Take on any additional responsibilities which might from time to time be determined.
* Show a commitment towards school policies in Equal Opportunities and Child Protection, have a full understanding of these policies and embrace all aspects of school policy in relation to these areas.

**Hotham Primary School**

**Person Specification**

Class Teacher – Main Pay Scale

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level | ✓ |  |
| Qualified teacher status | ✓ |  |
| Excellent literacy and numeracy skills | ✓ |  |
| Satisfactory DBS and safeguarding checks | ✓ |  |
| **Experience** |  |  |
| Proven ability as an excellent class teacher | ✓ |  |
| Experience of working successfully as part of a team | ✓ |  |
| Teaching experience across different age ranges |  | ✓ |
| **Professional Knowledge, Understanding and Skills** |  |  |
| Has a working knowledge of teachers' professional standards, duties and legal responsibilities | ✓ |  |
| Has a good understanding of the National Curriculum | ✓ |  |
| Knows what constitutes quality and high standards in learning and teaching to raise standards and pupil outcomes | ✓ |  |
| Able to plan lessons effectively, using pupils’ prior learning and areas for development as a starting point | ✓ |  |
| Understands the principles of inclusion and is able to adapt classroom practice to include the needs of all learners | ✓ |  |
| Able to use assessment information to provide feedback, plan next steps and improve outcomes for pupils | ✓ |  |
| Understands the principle of Equality of Opportunity | ✓ |  |
| Understands and shows a commitment towards safeguarding, child protection and wellbeing | ✓ |  |
| **Specific Skills and Abilities** |  |  |
| Good ICT knowledge and skills and an ability to use technology to enhance the learning and teaching of all subjects | ✓ |  |
| Able to communicate effectively (both orally and in writing) to a variety of audiences | ✓ |  |
| Demonstrates a willingness to share good practice across the school (including running INSET, dependent on experience) |  | ✓ |
| Has a good working knowledge of the French language |  | ✓ |
| **Personal Qualities** |  |  |
| Understands the school aims and values, and has a genuine desire to promote these | ✓ |  |
| High expectations of themselves and the children they teach | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate children and adults | ✓ |  |
| Able to establish and develop close relationships with parents, governors and the community | ✓ |  |
| Has a flexible approach to work and is a proactive team member who shows respect for their colleagues | ✓ |  |
| Able to manage own work load effectively | ✓ |  |
| Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner | ✓ |  |