



## Class Teacher Job Description

<b>Title and Grade of Post</b>	Qualified Teacher
<b>Job purpose</b>	<p>The Teacher will:</p> <ul style="list-style-type: none"> <li>• Responsible for the care and education of children under their remit</li> <li>• Assess, record and report on pupils' development, progression and attainment, in accordance with agreed school systems and, in particular that which is set out in the Curriculum Guidance</li> </ul>
<b>Responsible to</b>	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"> <li>• The Headteacher</li> <li>• The Team Leader.</li> </ul>
<b>Duties and responsibilities specific to the post</b>	<p>The Practitioner will:</p> <ul style="list-style-type: none"> <li>• Uphold the vision, values and aims of the school;</li> <li>• Implement agreed school policies and guidelines;</li> <li>• Support initiatives decided by the senior leadership team and contribute to the achievement of the school development plan and its implementation;</li> <li>• Understand and follow procedures;</li> <li>• Understand and follow the curriculum as set for the children being cared for;</li> <li>• Interact with and respond to children and adults;</li> <li>• Communicate effectively with children and adults, including parents;</li> <li>• Use developed communication skills to encourage and support social / positive behavioural development;</li> <li>• Plan and evaluate activities for the children;</li> <li>• Actively work to maintain a secure environment;</li> <li>• Health and Safety responsibilities to level 2;</li> <li>• Follow procedures in cases of emergencies and accidents;</li> <li>• Work effectively with others to deliver planned activities which support and stimulate children's learning and development;</li> <li>• Complete observations, record, and convert to assessment of need;</li> <li>• Complete daily records;</li> <li>• Plan and accompany children on visits off premises;</li> <li>• Carry out playground duties as timetabled;</li> <li>• Attend relevant meetings as required, participate in training and performance management;</li> <li>• Be aware of and comply with the school's Behaviour Policy and Code of Conduct;</li> <li>• Undertake any additional duties which may be allocated by the Head of School after consultation with the postholder which contribute to the overall aims, ethos and work of the wider school.</li> </ul>

# New Town Primary School

## Class Teacher Person Specification

Area	Requirements
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• QTS</li><li>• Qualified teacher</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working in the desired year group</li><li>• Knowledge of excellent practice</li><li>• CPD training in key aspects of teaching and learning</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability and enthusiasm to work as part of a successful team</li><li>• High standards of personal presentation and professionalism</li><li>• Ability to maintain positive relationships at all levels</li><li>• Approachable and caring manner</li><li>• Respect for others and for diversity</li><li>• Ability to be flexible and to use initiative</li><li>• Willingness and ability to share expertise</li><li>• High expectations of and belief in self and others</li><li>• Good written and oral communication skills</li><li>• Good time management</li><li>• Enthusiasm and energy</li><li>• Love of children</li><li>• Willingness to seek advice or help when necessary</li><li>• Ability to manage own and others' stress</li><li>• Sense of professionalism and respect for confidentiality</li><li>• Sense of humour</li></ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"><li>• Good knowledge and understanding of the National Curriculum and Early Years FS</li><li>• Knowledge of basic health and safety procedures</li><li>• Knowledge of early intervention strategies and SEN practice with regard to young children</li><li>• Knowledge and understanding of different social, cultural and physical needs of children and families</li><li>• Can co-ordinate a subject or shadow a subject leader</li></ul>

	<ul style="list-style-type: none"><li>• Understands all aspects of transition and implements transfer initiatives</li></ul>
<b>School specific needs</b>	<ul style="list-style-type: none"><li>• Commitment to the school's vision, values and aims</li><li>• Commitment to a diverse community</li><li>• Commitment to inclusion and raising standards for children</li><li>• Commitment to children's entitlement to a rich education</li><li>• Willingness to encourage parental involvement in school life and in the education of their children.</li></ul>