

**Stapeley Broad Lane CE Primary School**

**JOB DESCRIPTION: QUALIFIED TEACHER**

**The Post holder will:**

* 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;
* contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
* ensure that the current national standards of employment for schoolteachers are met.

**Liaising with:** Senior Management Team, teaching/support staff, school representatives, external agencies and parents.

**Duties:**

The Class Teacher will:

* implement agreed school policies and guidelines;
* support initiatives decided by the Head teacher and staff;
* plan appropriately to meet the needs of all pupils, through Quality First teaching and differentiation of tasks
* be able to set clear targets, based on prior attainment, for pupils’ learning;
* provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
* report to parents on the development, progress and attainment of pupils.
* maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; to undertake supervision of pupils at break times.
* participate in meetings which relate to the school's management, curriculum, administration or organisation;
* communicate and co-operate with specialists from outside agencies;
* to contribute to curriculum areas and subject development;
* lead, organise and direct support staff within the classroom;

**Staff Development:**

* To take part in staff development programmes in liaison with teaching staff/mentor/team leader.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management Review process.
* To support in the effective/efficient deployment of teaching assistants.
* To mark and give written/verbal and diagnostic feedback as required.
* To work as a member of a designated team and to contribute positively to effective working relations.
* To develop and assist teaching programmes in conjunction with teaching assistants and monitor and review their implementation.
* To assess the progress of pupils and direct the work of teaching assistants in the delivery of educational programmes

**Management Information:**

* To maintain appropriate records and to provide relevant accurate and up-to-date information to the Head teacher/Senior Teacher/Team Leader
* To complete the relevant documentation and online systems to assist in the tracking of students with teaching staff/mentor/team support.
* To track student progress and use information to inform teaching and learning and respond to SENCO, Headteacher and Team Leader.

**Management of Resources:**

* To support the process of the ordering and allocation of equipment and materials with relevant staff.
* To identify resource needs and to contribute to the efficient/effective use of physical resources.
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of all.

**Pastoral System:**

* To promote the general progress and well-being of individual students and of the teaching as a whole.
* To register students and encourage their full attendance and their participation in other aspects of school life.
* To contribute to the preparation of School Support Plans and progress files and other requested reports.
* To promptly alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved in consultation with the SENCO/Team Leader.
* to undertake basic Safeguarding training and undertake additional training as required to keep up-to-date with safeguarding issues and changing national requirements.
* to apply the Positive Behaviour Policy so that effective learning can take place.

**Additional Duties:**

• To play a full part in the life of the school’s community, to support its vision and ethos and to be a good role model for all pupils.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed annually as part of the Performance Management Cycle to ensure it remains appropriate for the role.

The post holder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

The post holder must comply with the school’s Equality Policy, Safeguarding Policy and Health & Safety Policy, and complete enhanced disclosure forms.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. Job descriptions will be reviewed, in consultation with the post holder regularly or whenever there may be a significant change to the role of the job holder for example in respect of workforce reform.

**Person Specification**

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| criteria | qualities |
| **Qualifications  and experience** | * Qualified teacher status * Degree * Successful primary teaching experience in Key Stage 2 |
| **Skills and knowledge** | * Knowledge of the National Curriculum * Knowledge of effective teaching and learning strategies * A good understanding of how children learn * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behaviour management strategies * Good ICT skills, particularly using ICT to support learning |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * High expectations for children’s attainment and progress * Ability to work under pressure and priorities effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality |

# Notes:

This job description may be amended at any time in consultation with the postholder.