

# Lingfield Primary School Job Description: Class Teacher

## Job Title: Class Teacher

### Job Purpose:

The Class Teacher 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 and participate in the team working ethos of the school.

### Duties and Responsibilities:

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 differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupil's 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;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialist from outside agencies;
- 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
- Be responsible for the development of identified aspects of a particular curriculum area
- Support staff in using resources appropriate to the identified curriculum area (e.g. software in ICT, technology tools) or sharing curriculum expertise for that area (e.g. skills in PE or Art).
- share a responsibility for other school initiatives, e.g. healthy schools.

## Person Specification : Class Teacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Training</b>	<p>Qualified Teacher status</p> <p>Experience of teaching children across the primary years.</p>	<p>Degree level qualification;</p> <p>Evidence of continuous INSET and commitment to further professional development</p>
<b>Experience</b>	<p>The Class Teacher should have experience of:</p> <p>Experience of teaching children across the primary years.</p>	<p>In addition, the Class Teacher might have experience of:</p> <p>working in partnership with parents and outside agencies.</p>
<b>Knowledge and understanding</b>	<p>The Class Teacher should have knowledge and understanding of:</p> <p>the theory and practice of providing effectively for the individual needs of all children (e.g., classroom organisation and learning strategies);</p> <p>statutory National Curriculum requirements at the appropriate key stage;</p> <p>the monitoring, assessment, recording and reporting of pupils' progress;</p> <p>the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</p> <p>the positive links necessary within school and with all its stakeholders;</p> <p>effective teaching and learning styles.</p>	<p>In addition, the Class Teacher might also have knowledge and understanding of:</p> <p>the preparation and administration of statutory National Curriculum tests;</p> <p>the links between schools, especially partner schools.</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<p>The Class Teacher will be able to:</p> <p>promote the school's aims positively, and use effective strategies to monitor motivation and morale;</p> <p>develop good personal relationships within a team;</p> <p>establish and develop close relationships with parents, governors and the community;</p> <p>communicate effectively (both orally and in writing) to a variety of audiences;</p> <p>create a happy, challenging and effective learning environment.</p>	<p>In addition, the Class Teacher might also be able to;</p> <p>develop strategies for creating community links.</p>
<b>Personal characteristics</b>	<p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p>	<p>Commitment to further their own CPD</p> <p>Self-aware &amp; Perceptive</p> <p>Well organised</p> <p>Creative &amp; imaginative</p> <p>Ambitious</p>