



# Mayville Primary School

## Job Description: Class Teacher

<b>Job title:</b>	Class Teacher
<b>Contract:</b>	Full-time/Permanent
<b>Salary Scale:</b>	Outer London Main Scale 1-3
<b>Responsible to:</b>	The Headteacher

### 1. Main Purpose

- 1.1 Fulfil the professional responsibilities of a teacher, as set in the School Teachers' Pay and Conditions document.
- 1.2 Meet the expectations set in the Teachers' Standards.
- 1.3 Demonstrate a passion for learning and education, striving to develop yourself and others and teach to a high standard, meeting the National Teachers' Standards.
- 1.4 Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- 1.5 Work proactively and effectively in collaboration and partnership with new learners, parents/carers, trustees, other staff and external agencies in the best interest of pupils.
- 1.6 Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### 2. Teaching and Learning Responsibilities

- 2.1 Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- 2.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- 2.3 Adapt teaching to respond to the strengths and needs of pupils.
- 2.4 Set high expectations which inspire, motivate and challenge pupils.
- 2.5 Promote good progress and outcomes by pupils.
- 2.6 Demonstrate good subject and curriculum knowledge.
- 2.7 Participate in arrangements for preparing pupils for external tests.
- 2.8 Support school behavioural policies encouraging reinforcement of positive behaviour.
- 2.9 Work within our values framework so that every child's voice is heard and valued and to ensure that respect for all people, from all backgrounds, religions and minority groups are welcomed and included.
- 2.10 Plan as part of year/phase group, contributing ideas and sharing resources with colleagues.
- 2.11 Lead assemblies occasionally, taking turns on the school rota, and to prepare class/year group contributions to open assembly performances to parents.

- 2.12 Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- 2.13 If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.

### **3. Whole-school organisation, strategy and development**

- 3.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- 3.2 Make a positive contribution to the wider life and ethos of the school.
- 3.3 Work with others on curriculum and pupil development to secure coordinated outcomes.
- 3.4 Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

### **4. Behaviour and Safety**

- 4.1 Promote the safety and wellbeing of pupils.
- 4.2 Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- 4.3 Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- 4.3 Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- 4.4 Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- 4.5 Have high expectations of behaviour, promoting self-control and independence of all learners.
- 4.6 Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions document.

### **5. Professional Development**

- 5.1 Take part in the school's appraisal procedures.
- 5.2 Take part in further training and development in order to improve own teaching.
- 5.3 Where appropriate, take part in the appraisal and professional development of others.

### **6. Teamwork and Collaboration**

- 6.1 Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- 6.2 Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- 6.3 Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- 6.4 Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- 6.5 Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- 6.6 Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

## **7. Research and Professional Reading Commitments**

We hope to inspire all staff to be excited and engaged in research and will strive to find opportunities for staff to develop this aspect of their professional learning.

- 7.1 Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- 7.2 Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- 7.3 Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- 7.4 Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- 7.5 Communicate and cooperate with relevant external bodies.
- 7.6 Make a positive contribution to the wider life and ethos of the school.

## **8. Administration**

- 8.1 Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- 8.2 Participate in and carry out any administrative and organisational tasks with the remit of the current School Teachers' Pay and Conditions document.

## **9. Professional Development**

- 9.1 Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- 9.2 Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- 9.3 Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

Mayville Primary School is committed to the protection and safety of its pupils. The successful candidate(s) will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. Only applications submitted on the school's application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.



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### Person Specification: Class Teacher

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Description	Shortlisting
<b>Professional Qualifications</b>	
1. Qualified Teacher Status	E
2. First Degree or Equivalent	E
3. Successful primary teaching experience	E
<b>Skills and Knowledge</b>	
4. Knowledge of the national curriculum	E
5. Knowledge of effective teaching and learning strategies	E
6. Good understanding of how children learn	E
7. Ability to adapt teaching to meet pupils' needs	E
8. Ability to build effective working relationships with pupils	E
9. Knowledge of guidance and requirements around safeguarding children	E
10. Knowledge of effective behaviour management strategies	E
11. Good ICT skills, particularly using ICT to support learning	D
<b>Personal Qualities</b>	
12. Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E
13. High expectations for children's attainment and progress	E
14. Ability to work under pressure and prioritise effectively	E
15. Commitment to maintaining confidentiality at all times	E
16. Commitment to safeguarding and equality	E

Signed \_\_\_\_\_ Date \_\_\_\_\_