



## **JOB DESCRIPTION – CLASS TEACHER UPLANDS MANOR PRIMARY SCHOOL**

### **PURPOSE OF THE POST**

- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class.
- To contribute to raising standards of pupil attainment.
- To promote the progress and well-being of every child in the class assigned to them.
- To undertake the professional duties and responsibilities of a teacher as set out in the current School Teacher's Pay and Conditions document and the National Professional Core Standards for Teachers.
- To uphold the professional code of the General Teaching Council for England.

### **Learning and Teaching**

- Work as a member of a team to role model the ethos and core values of the school while teaching pupils.
- Plan and prepare lessons with appropriate differentiation for the inclusion of all pupils.
- Contribute to curriculum development that is creative in its approach which pupils find exciting and engaging to learn.
- Demonstrate a good standard of teaching and be willing to share good practice.
- Coordinate and manage an effective learning environment for pupils which is safe, stimulating and promotes the well being of all pupils.
- Promote positive behaviour and discipline strategies according to school's policies.
- To ensure the effective and efficient use of any support staff that is supporting teaching and learning in the classroom.
- To teach pupils according to their educational needs.
- To implement and follow school policies and procedures as approved by the Governors and SMT.
- To set targets for pupils based upon prior attainment.
- Set regular opportunities for Home Learning in line with school priorities.

### **Assessing and Reporting**

- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school.
- To maintain an accurate register.
- To alert the Head Teacher of any persistent or major problems being experienced by pupils and contribute towards a solution.
- To assess record and report on attendance, progress, development and attainment of pupils and keep such records as are required.
- Mark and return work within agreed time span, providing feedback and targets.
- To report to parents on the development, progress and attainment of pupils.

### **Standards and Quality Assurance**

- To participate in the Performance Management Process for the evaluation of their own performance.
- To take part in the schools' staff development programme by participating in arrangements and opportunities for continuous professional development.
- Attend staff and team meetings.
- Set a good example in terms of dress, punctuality and attendance.
- Promote a positive image of the school to parents and the wider community.
- Communicate and cooperate with specialists from outside agencies.

Ensure the health & safety of pupils on school premises and when engaged in activities elsewhere.

Undertake professional duties that may be reasonably assigned by the Head Teacher.



Post Title: Class Teacher	School/Centre Uplands Manor Primary School	Date:
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The Personnel Specification aims to provide a clear picture of the person you want to carry out the post. It should record the main attributes which the person needs and should be drawn from a critical examination of the job description:

NOTES:

It is expected that **all** applicants for teaching posts will have the following general attributes:

- Basic teaching qualifications
- Basic teaching skills
- Disposition factors (eg ability to relate to others, ability to Organise, caring, co-operative, etc)

It is therefore not necessary to ask for these when completing the personnel specification. However, specific criteria should be stated when required, eg for a post which carries a specific responsibility.

	Essential Requirements	N/A	How Identified
1. Physical	Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet these criteria and choose to include an explanation then this will be considered.		Job and Medical History from Application form and reference. Performance on interview process.
2. Qualifications/Relevant Experience	Qualified teacher  Knowledge of relevant Key Stages and National Curriculum requirements.		Formal possession of an appropriate qualification to be verified at interview or from records. Employment history record.

	Essential Requirements	N/A	How Identified
3. Training/Special Knowledge	<p>Theory and practice of providing effectively for the individual needs of the children (e.g. classroom organisation and learning strategies)</p> <p>Understands and values the processes of planning as an aid to raising standards.</p> <p>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</p> <p>Good understanding of safeguarding procedures and child protection methods and responsibilities</p>		<p>Past training employment history from application form and records.</p> <p>Selection process by demonstration of ability knowledge and skills at the interview.</p>
4. Circumstances (Personal)	What kind of personal circumstances are required e.g the ability to work unsociable hours, weekends, etc. Willingness to live in if the post requires (residential centres). Ability to travel to various locations.		<p>Ensuring candidates are aware of these requirements from the post description.</p> <p>Interview questions and application form details.</p>
5. Practical and Intellectual	<p>Teaching to a high standard</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children</p> <p>Works well within and contributes to team development</p> <p>Good behaviour management skills</p> <p>Communicates effectively (both orally and in writing) to a variety of audiences</p> <p>Creates a happy, challenging and effective learning environment</p>		<p>Performance in related selection process</p>
6. Any other additional requirements specific to this post.	This post is subject to an Enhanced DBS Disclosure.		