Raglan Schools

Class Teacher - Job Description/Person Specification

Pay Spine: MPS/UPS

Line Manager: Assistant Headteacher

**Roles and responsibilities**

**Class Teacher**

* To plan, prepare and teach in line with statutory requirements and the school‛s schemes of work, ensuring teaching of the highest standard.
* To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
* To create a stimulating, organised, interactive and informative learning environment that encourages each child to achieve their potential.
* To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.
* To manage and support the work of any support staff working with you to deliver effective learning and pastoral support.

**Assessment Recording and Reporting**

* To assess, record and report on the development, progress and attainment of the pupils in your class according to the school’s policies.
* To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

**Professional Development**

* To participate in arrangements for the appraisal of your own performance and where appropriate, that of other teachers.
* To participate and engage in meetings at the school which relate to the curriculum, administration or organisation of the school.
* To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

**Discipline, health and safety**

* To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
* To uphold the federation’s commitment to safeguarding the welfare of children and promote this with all staff, governors, parents and carers, volunteers and visitors.

**Curriculum Development**

* To support and advise the work of a curriculum team in order to develop the curriculum area(s) across the federation, leading to high-quality schemes of work and resources.

**Communication**

* To communicate and work effectively as part of a team, keeping up to date with communications from the team and the wider school, including email.
* To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.
* **General Duties**
* To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
* To carry out particular duties as may reasonably be assigned to you by the head teacher.
* To contribute to the overall life and work of the school.

**Expectations for all staff:**

* Promote and follow the positive behaviour policy of the school
* Celebrate the success of pupils and staff and the federation
* Support the wider aspects of school life including events and special occasions
* Be aware of the early signs of bullying and disruptive behaviour and intervene as necessary
* Ensure that any pupils who have had an accident or feel unwell are referred to the Welfare Officer
* Accompanying classes on school trips where necessary
* Attend staff training including training days as appropriate
* Promote equality of opportunity
* Follow safeguarding Guidelines and Child Protection policy/procedures
* Keep their own performance under review, contributing to monitoring, evaluation and review and participating in appraisal
* Contribute to producing/delivering priorities in the School Development Plan;
* Be committed to achieving the federation's aims and values
* Work in partnership and professionally with all colleagues including the Governing Body;
* Respond promptly to concerns from parents, staff or students;
* Have regard for and act in accordance with Health and Safety policy and practice

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| CRITERIA | QUALITIES |
| **Qualifications****and training** | * Qualified teacher status (E)
* Evidence of professional development relevant to this role (E)
* Additional Qualifications such as MA, NPQ etc (D)
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| **Experience** | * Teaching within the primary phase, including evidence of outstanding teaching across one or more key stages (E)
* Teaching within EYFS or Key Stage 1 or Key Stage 2 (E)
* Supporting other staff such as coaching, mentor etc (D)
* Implementing teaching and learning strategies to improve quality and pupil attainment (E)
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| **Skills and knowledge** | * Good knowledge of curriculum requirements (E)
* Expert knowledge of the EYFS/KS1/KS2 curriculum (E)
* Excellent classroom practice, constantly showing a positive and resilient approach to pupils and staff (E)
* Robust understanding of Safeguarding and Keeping Children Safe (E)
* Excellent communication and organisational skills (E)
* Good IT skills (E)
* Working knowledge of Google Workspace Tools (D)
* Ability to build effective working relationships with staff and other stakeholders (E)
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| **Personal qualities** | * High expectations for all pupils and belief in bringing out the best in all (E)
* Commitment to upholding and promoting the ethos and values of the school (E)
* Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school (E)
* Commitment to maintaining confidentiality at all times (E)
* Commitment to equality (E)
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