



## Job Description | Class Teacher

**Post Title:** Class Teacher

**Salary:** According to experience

**Hours:** Mon to Fri 8.15-4.15 and one day for CPD till 5pm

**Line Manager:** Headteacher

**Specific Responsibilities:** Meet the expectations set out in the Teachers' Standards and fulfil the professional responsibilities of a teacher, in accordance with the school's policies under the direction of the Headteacher.

### Duties and responsibilities

#### Planning, Teaching and Class Management

- ◆ Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- ◆ Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- ◆ Adapt teaching to respond to the strengths and needs of pupils
- ◆ Set high expectations which inspire, motivate and challenge pupils
- ◆ Promote good progress and outcomes by pupils
- ◆ Demonstrate good subject and curriculum knowledge
- ◆ Participate in arrangements for preparing pupils for external tests
- ◆ To ensure that work is marked regularly, and in line with school policy.
- ◆ Organise the classroom and learning resources to create a pleasant, stimulating and positive learning environment.
- ◆ Ensure children's work is valued by managing the provision of good displays in the classroom. Help in providing displays for public areas e.g. hall, corridors etc.

#### Communication

- ◆ Communicate effectively with pupils, parents and carers

#### Working with colleagues and other relevant professionals

- ◆ Collaborate and work with colleagues and other relevant professionals within and beyond the school
- ◆ Develop effective professional relationships with colleagues
- ◆ Supervise the work of any support staff, including teaching assistants, who are assigned to work within the class.

#### Personal and professional conduct

- ◆ Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- ◆ Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- ◆ Maintain the Islamic ethos and respect for beliefs and practices of the school by setting a good example to all

#### Professional development

- ◆ To address personal targets as identified within Performance Management cycle (appraisals)/ECT training.
- ◆ Take part in further training and development in order to improve own teaching
- ◆ Take part in the appraisal and professional development of others, where appropriate

#### Safeguarding, Health & Safety & Wellbeing

- ◆ Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

- ◆ Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- ◆ Promote the safeguarding of all pupils in the school
- ◆ Promote the safety and wellbeing of pupils
- ◆ Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment in accordance with the school policy.

#### Wider Professional Commitments

- ◆ Make a positive contribution to the wider life and ethos of the school
- ◆ Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- ◆ Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- ◆ Follow school policies, staff code of conduct and guidance set out in the staff Handbook
- ◆ Provide cover, in the unforeseen circumstance that another teacher is unable to teach

#### Person Specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>Qualified teacher status or equivalent or experience of teaching primary age children</li> <li>Degree or equivalent</li> <li>Successful primary teaching experience</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the National Curriculum</li> <li>Knowledge of effective teaching and learning strategies</li> <li>A good understanding of how children learn</li> <li>Ability to adapt teaching to meet pupils' needs</li> <li>Ability to build effective working relationships with pupils</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Knowledge of effective behaviour management strategies</li> <li>Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>High expectations for children's attainment and progress</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Respect the Islamic ethos, beliefs and practices of the school</li> </ul>

#### Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job



description may be amended at any time following discussion between the Headteacher and member of staff.