



East Coker Primary School

Class Teacher Job Description

Employment details

Employee's Name:	
Job title:	Class Teacher
Reports to (job title):	The Headteacher and the Phase Leader
Type of position:	Teacher
Hours of work:	Part Time Temporary
Level and scale point:	Mainscale – UPS (UPS with subject coordinator responsibility)
Job purpose: <ul style="list-style-type: none">To undertake the teaching of general subjects to their class and pastoral and administrative duties in respect of pupils in this class as well as responsibilities in the school as agreed with the Headteacher.To play a full part in the pastoral responsibilities of the school in relation to the safety and well-being of all the children and the school ethos.	
Employment duties: <p>This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to Teachers' Standards July 2013 and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment.</p>	

Main duties/responsibilities

Undertaking duties as required in the 'Teachers' Standards';
Implement agreed school policies and guidelines;
Support initiatives decided by the Headteacher and staff;
Delivering learning in accordance with the curriculum, national guidelines and the school's strategy;
Being familiar with the 'Special educational needs and disability code of practice: 0 to 25 years', and supporting pupils with SEND appropriately, following SENCO advice and delivering IEP/EHCP targets;
Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities;
Plan appropriately to meet the needs of all pupils, through providing additional IT/resources to support pupils with additional needs to ensure all pupils can access high quality learning;
Be able to set clear targets, based on prior attainment, for pupils' learning;
Ensure pupil focus groups (such as SEND, Pupil Premium and vulnerable) receive additional support to ensure they reach their full potential;
Lead, organise and direct support staff within the classroom following SENCO advice and EEF research;
Deliver relevant national assessments in line with the relevant frameworks;

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;
Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability;
Participate in meetings which relate to the school's management, curriculum, administration or organisation;
Participate in the performance management system for the appraisal of their own performance;
Keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post;
Communicate and co-operate with specialists from outside agencies;
Report to parents on the development, progress and attainment of pupils;
Establish good relationships with staff, parents and pupils, encourage good working practices and support staff in the team;
Lead a subject area of the curriculum;
Working with the DSL and their deputies to ensure safeguarding is promoted;
Working with the SENCO to ensure pupils with SEND are appropriately supported;
Working with the designated teacher for LAC to support LAC and previously LAC;
Working with the Pupil Premium coordinator to support children on the Pupil Premium register;
Follow and keep up to date with school Safeguarding and Health and Safety protocols and training;
Attend training and meetings as discussed with Head Teacher as and when required;

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes. This job description will be reviewed every three years.

Signed(Headteacher)

Signed.....(Employee)

Date.....

East Coker Primary Class Teacher Person Specification

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent • Teaching experience in KS2 • Evidence of working effectively as part of a team • Experience of working with parents effectively 	<ul style="list-style-type: none"> • Experience teaching Year 3 and Year 4 	A, I, D
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Evidence of consistently teaching to a good or outstanding level • Ability to establish a rich learning environment, plan prepare and deliver appropriate programmes of work, assess, record or track pupil learning and regularly use this to inform planning • Ability to vary teaching approach depending on the needs of the pupil • Ability to plan engaging, real life learning experiences • Knowledge of the curriculum for Key Stage • understanding of effective teaching, evaluation and assessment strategies which meet the needs of pupils with SEN • Understanding of the importance of continuing professional development 	<ul style="list-style-type: none"> • Recent teaching CPD 	
Professional Values	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems and respond quickly. • Ability to record and pass on information accurately. • Outstanding communication skills • Ability to prioritise, work under pressure and meet deadlines • Effective problem solving skills • Effective administrative and organisational skills • Ability to implement school policies and practice 		A, I, R
Qualities Special skills and interests	<ul style="list-style-type: none"> • Value all children and committed to the development of the whole child • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Ability to deal with sensitive issues in a professional manner • Has high standards in all areas • Had energy and enthusiasm • Has integrity and loyalty • A good sense of humour • Can be creative 	<ul style="list-style-type: none"> • Evidence of involvement in all aspects of school life (could include school teaching practice placement) 	A, I, R

Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview