

## Job Description

**School:** Langney Primary Academy

**Job Title:** Class Teacher (Primaries)

**Responsible to:** Head of School

### Areas of Responsibility:

- To be responsible for the education and welfare of a designated class of pupils.
- To contribute to the learning and welfare of all pupils at the school.
- To lead/be part of a curriculum theme team and take responsibility for developing this within the school as directed by the Head of School.

### Main duties and responsibilities (Accountabilities):

#### Planning and Teaching

- Plan and provide a balanced, creative and stimulating curriculum which meets individual pupils' needs in line with statutory and school requirements and enables pupils to make good or better progress
- Teach lessons and promote learning
- Encourage reading at home to challenge pupils and engage interest
- Assess, mark, record, track and review pupils' achievement according to school policy and national guidelines and make use of assessments when planning the next steps in pupil learning
- Set learning targets for pupils based on prior attainment
- Establish and maintain a safe, creative, purposeful and orderly learning environment which supports learning
- Report pupil achievement and progress to parents/carers orally and in writing
- Plan and supervise the work of nursery/teaching assistants working with the class

#### Other Professional Responsibilities

- Operate within the policies of the school at all times and model good practice with regard to attendance, appearance, punctuality and behaviour
- Contribute constructively to team meetings and whole school staff meetings
- Engage in the school's performance management process
- Lead parent/ guardian/carer consultation sessions and report on individual pupil achievement and development.
- Maintain good discipline of pupils in line with the school's positive behaviour policy

- Keep abreast of trends and developments in education, especially those areas particularly relevant to the duties and responsibilities of the post.
- Be aware and responsive to the medical, social, personal and specific learning needs of children and report to the Headteacher and Inclusion Leader where there is cause for concern
- Carry out safe supervision of pupils
- Participate in whole school events and curriculum enrichment activities
- Ensure safe working practices and implement the school's safeguarding procedures.
- Take responsibility for own professional development so as to improve professional practice and expertise

#### Leadership of an Area of Learning

- Lead, as negotiated, an area of learning across the school focused on raising standards and monitor and teaching, learning and curriculum coverage in this area
- Develop an action plan for an area of learning and use this to develop and resource this area of learning effectively

## Person Specification

**Job Title:** Class Teacher

The Candidate:

- Possesses or will have at the time of the appointment, a recognised professional qualification for qualified teacher status
- Desirable but not necessary experience of teaching in Nursery/Early Years Foundation Stage
- Demonstrates high expectations for learning and behaviour and is committed to raising standards of achievement
- Is able to teach a class to a consistently good to outstanding standard
- Can assess the learning needs of pupils and set challenging objectives
- Can set up and maintain a high quality and purposeful learning environment
- Has a secure knowledge of the curriculum and pedagogy to enable the candidate to teach effectively across the age range he/she was trained to teach
- Demonstrates clear strategies for positive behaviour management and discipline
- Demonstrates a commitment to professional development to improve practice
- Demonstrates excellent interpersonal skills
- Has empathy with children and parents and demonstrates a commitment to meeting the needs of all children and working in partnership with parents
- Is able to work as an effective member of a team
- Is able to meet deadlines and handle unexpected demands calmly
- Knows how to use ICT skills appropriately for teaching and data analysis
- Aware of current legal requirements concerning the safeguarding of pupils and has no known convictions or issues related to safeguarding, which could jeopardise the safety and well-being of pupils