

# Job Description : Class Teacher

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

**Salary: £ TBC**

**Scale: TBC**

**Hours/Week: 32.5**

## **Job Purpose:**

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute and participate in the team working ethos of the school.

## **Duties and Responsibilities:**

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Head Teacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupil's learning;
- 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;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialist from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers
- share a responsibility for the development of [subject]
- share a responsibility for other school initiatives,
- e.g. healthy schools.

## Person Specification : Class Teacher

Text in brackets indicates that details need to be filled in.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Training</b>	Qualified Teacher status	Evidence of continuous INSET and commitment to further professional development
<b>Experience</b>	The Class Teacher should have experience of:  teaching at EYFS, Key Stage1 or Key Stage2	Experience of teaching in the EYFS  Working in partnership with parents  Working with children with EAL
<b>Knowledge and understanding</b>	The Class Teacher should have knowledge and understanding of:  the theory and practice of providing effectively for the individual needs of all children (e.g., classroom organisation and learning strategies);  statutory National Curriculum requirements at the appropriate key stage;  the monitoring, assessment, recording and reporting of pupils' progress;  the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;  the positive links necessary within school and with all its stakeholders;  effective teaching and learning styles.	Experience of developing Early Reading  Planning, teaching and assessment of the EYFS curriculum  Completing the EYFS profile  Experience of carrying out observational assessment to inform practice

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<p>The Class Teacher will be able to:</p> <p>promote the school's aims positively, and use effective strategies to monitor motivation and morale;</p> <p>develop good personal relationships within a team;</p> <p>establish and develop close relationships with parents, governors and the community;</p> <p>communicate effectively (both orally and in writing) to a variety of audiences;</p> <p>create a happy, challenging and effective learning environment.</p>	<p>Promoting and supporting learning through play – both indoors and outdoors</p>
<b>Personal characteristics</b>	<p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p>	