

## **Stoke Hill Federation**

### **Class Teacher: Job Description and Person Specification**

**Responsible to:** Head of School / Executive Headteacher

#### **Introduction:**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document (STPCD) and the provisions of that document will apply to the post holder. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School / Executive Headteacher, or other Senior Manager if appropriate, who will be mindful of their duty to ensure that the postholder has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed in accordance with the pay policy. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

#### **General Duties**

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

#### **Job Purpose**

- To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To monitor and support the overall progress and development of pupils as a class teacher.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment and achievement.
- To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people.

#### **Responsibilities**

- Planning well-structured, relevant lessons.
- Taking responsibility for their own professional development and ensuring best practice in classroom teaching and learning.
- Keeping subject knowledge up to date.
- Contributing to the development of the curriculum and resources.

- Attending whole school, phase and year team meetings.
- Providing extra-curricular opportunities that are an essential part of subject provision.

### **Teaching & Learning**

- Carry out teaching duties in accordance with the school's curriculum, the EYFS Framework and the Teaching Standards.
- Be able to work independently in planning and delivering high quality lessons.
- Work with Teaching Assistants by clearly directing and monitoring their work with pupils.
- Set targets for pupil attainment levels based on effective use of data and incorporate suitable challenges.
- Have a solid and up to date knowledge of child development and the EYFS Framework.
- Understand the importance of developing the outdoor and indoor environments to enable opportunities for learning in the EYFS.

### **Assessing & Reporting**

- Provide feedback to pupils that is timely, pertinent and helps them to progress.
- Set learning and achievement targets and monitor progress towards those targets including keeping accurate records of progress.
- Review the attainment outcomes of pupils taught, and assess and quantify the impact of own teaching on pupils' learning.
- Complete reports for pupils as part of the school reporting cycle.
- Liaise with parents/carers and attend consultation evenings as required.
- Work within the Code of Practice relating to Special Educational Needs.
- Understand and have experience of accurately assessing within the EYFS expectations.

### **Standards & Quality Assurance**

- Support the aims and ethos of the school.
- Awareness of national developments relevant to EYFS and best practice.
- Comply with the Federation's Health and Safety Policy and undertake risk assessments as appropriate.
- Undertake any other duties as specified by the STPCD and/or Headteacher not mentioned above.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for all.

### Person Specification – Class Teacher

<b>Job Title: Class Teacher</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>		
Degree	✓	
Qualified Teacher Status	✓	
Evidence of engagement in continuing professional development, including recent training in related curriculum or teaching and learning developments	✓	
Evidence of further study	✓	
<b>Experience</b>		
Experience as a good / outstanding teacher	✓	
Experience in supporting improvements in teaching and learning	✓	
Evidence of leading on the professional development of others		✓
Experience in using data to inform planning and future developments	✓	
Experience in monitoring, evaluation and review to support improvements/ improved outcomes	✓	
Experience in delivering both discrete and cross curricular ICT learning opportunities	✓	
A successful track record of improving performance outcomes	✓	
Experience in working with children with special educational needs.	✓	
Experience in teaching across different Key Stages		✓
<b>Personal Attributes</b>		

Values aligned with the school's Mission Statement and Stoke Hill Schools core values.	✓	
Ability to work as part of a team	✓	
Positive, enthusiastic outlook, embracing risk and innovation	✓	
Self-motivated and well organised	✓	
Encourages ideas, initiative and innovation in others	✓	
Highly motivated showing resilience, stamina and reliability under pressure	✓	
Inspires respect and confidence	✓	
Reflective and keen to develop yourself and others	✓	
Ability to communicate effectively	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Stoke Hill Federation Safeguarding and Child Protection Policy and the Staff Code of Conduct	✓	
<b>Safeguarding</b>		
Stoke Hill Federation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.		