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| **J o b D e s c r I p t I o n** | | | | |
| **Job Title:** | Primary Class Teacher |  | **Reporting to** | Assistant Head (Primary Phase) |
| **Generic JD based on** | National standards and role requirements |  | **Grade and Range:** | Relevant to individual  Main Scale to Upper Pay Scale |
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| **Purpose and context:** | To carry out the professional duties of a teacher in accordance with the school’s policies relevant to the stage of the child, contributing to the effective delivery of the Primary Curriculum, Pastoral system within the Junior School and the whole school ethos including that of Woodard Academies Trust. | | | |
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| **Planning, Teaching and Class Management**   * Teach allocated pupils by planning their teaching to achieve progression of learning through: * Identifying clear teaching objectives and specifying how they will be taught and accessed. * Setting tasks which challenge pupils and ensure high levels of interest. * Setting appropriate and demanding expectations. * Setting clear targets and building on prior attainment. * Identifying SEN or very able pupils. * Providing clear structures for lessons, maintain pace, motivation and challenge. * Making effective use of assessment and ensure coverage of programmes of study. * Ensuring effective teaching and best use of available time. * Maintaining discipline in accordance with the school’s discipline policy and encouraging good practice with regard to punctuality, behavior, standards of work and homework (where applicable).   Using a variety of teaching methods to:   * Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary. * Use effective questioning, listening carefully to pupils to give attention to errors and misconceptions. * Select appropriate learning resources and develop study skills through library, ICT and other sources. * Ensure that pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject being taught. * Evaluate own teaching critically to improve effectiveness. * Ensure the effective and efficient deployment of teaching and learning support. * Taking account of pupils’ needs by providing structured learning opportunities which develop the areas of learning in the school and national policies, particularly in the foundation subjects. * Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively. * Employ a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.   **Monitoring, Assessment, Reading, Reporting**   * Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching. * Mark and monitor pupils’ work and set targets for progress. * Assess and record pupils progress systematically and keep records to check work is understood and completed. Monitor strengths and weaknesses to inform planning and recognize the level at which the pupil is achieving. * Undertake assessment of pupils as required by national tests, and school procedures. * Prepare and present informative reports to parents.   **Other Professional Requirements**   * Have a working knowledge of teachers’ professional duties and legal liabilities. * Work at all times within the school policies and practices including child protection and safeguarding. * Ensure a good knowledge and understanding of subject and specialisms to enable effective teaching. * Take part as required in the review and development of activities relating to the wider school. * Take part in open evenings, parental consultations and other special events. * Take part in the life of the school through effective participation in meetings, and management systems, including the performance management arrangements. * Take responsibility for own professional development. * Contribute as required to enrichment activities. * Take an active part in the House to which you are assigned.   Any other duties as may be requested by the Principal or Junior Head. | | | | |
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**P e r s o n S p e c i f i c a t I o n**

**Primary Class Teacher**

**Qualifications**

* Qualified Teacher Status (essential)
* Degree and/or relevant qualifications in specialist subject area

**Experience and Knowledge**

* Good understanding of current theory and practice of best practice in teaching and learning
* Knowledge and experience of teaching and learning in the primary phase
* Thorough knowledge of the National Curriculum
* Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school policy
* An understanding of equality of opportunity issues and how they can be addressed in schools
* A proven track record of recent and successful class teaching in a primary setting
* An understanding of the principles of Keeping Children Safe in Education and a

commitment to ensuring the health, safety and wellbeing of all children.

**Skills and Abilities**

* Able to demonstrate the skills of a good teacher
* The ability and skills to interest, encourage and engage students
* Able to provide appropriate levels of challenge so that students make good progress
* Able to use methods and resources that enable all students to learn effectively
* Able to use assessment information effectively to plan next steps in students learning
* Able to make effective use of time
* Skills in securing high standards of behavior
* Able to make effective use of teaching assistants and other support
* Enable students to acquire new knowledge and skills
* Enable students to develop the skills to work independently and collaboratively
* Enable students to develop self-esteem and respect for others
* Able to create a well organised, stimulating learning environment
* Able to make a significant contribution to the school ethos that promotes high achievement
* Able to demonstrate a commitment to raising achievement
* The ability to work as part of a team in planning and implementing the curriculum
* Able to maximise student performance and initiate intervention strategies as appropriate
* Ability to work within the framework of national and whole school policies to ensure consistency of practice
* Ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process
* Demonstrate a commitment to furthering own professional development and to the principle of continuous improvement
* Have a willingness to undertake enrichment and extra-curricular activities for students
* Good numeracy, literacy and IT skills

**Motivation**

* Appropriately motivated to work with children & young people.
* Ability to form & monitor appropriate relationship & personal boundaries with children &
* young people.
* Motivated to perform the job well and to continuously develop
* Commitment to trust / academy ethos and values

**Personal Qualities**

* Reliability
* Emotional resilience appropriate to level of job and responsibilities
* Appropriate attitudes to use of authority & maintaining discipline.
* Ability to establish good working relationships with all relevant key contacts
* Strong team ethic, supportive of others and covering for other staff if needed

**Special Conditions**

**All postholders will be required to undertake an enhanced DBS check. Individuals on the children’s barred list (and adults barred list where relevant) should not apply.**