



PPAT Education	
JOB DESCRIPTION	
Job Title:	Class teacher
Reports To:	Headteacher/Trustees
Grade:	Central team to advise
Main Purpose of Job	
To take overall responsibility for a class of children as designated by the Headteacher. This responsibility will include:	
Main Responsibilities and Duties	
<p>Responsibilities</p> <ol style="list-style-type: none"> 1. Planning and teaching programmes of work and monitoring the progress and welfare of all the children in the class. 2. Liaison with other teaching and non-teaching staff, parents and other support services, as necessary. 3. Encouraging the involvement and support of parents, the community and support services. 4. Day to day responsibility for the classroom environment. 5. Responsibility for registration and other general administrative matters relating to the class. 6. Undertaking the assessment and recording of pupil progress. 7. To maintain acceptable standards of conduct of the children in the class and establish a rapport with pupils in order to develop their social and academic potential. 8. Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself. 9. To undertake any other duties commensurate with the role. <p>Key tasks</p> <p>To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post.</p> <p>Elements of this job description may be re-negotiated at the request of either party and with the agreement of both.</p> <p>To complement this job description, the postholder will be required to carry out such duties as set out in the relevant paragraphs of the current School Teacher's Pay and Conditions Document.</p> <p>This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.</p>	
Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder:	Date:
Line Manager:	Date:

JOB SPECIFICATION		
	Essential We are looking for someone who has:	Desirable It would be great if you also have:
Professional qualifications	<ul style="list-style-type: none"> • recognised Qualified Teacher Status • or ECT 	<ul style="list-style-type: none"> • relevant CPD profile • (A portfolio of examples of work/photos)
Professional experience	<ul style="list-style-type: none"> • a knowledge of current practice and improvement initiatives 	<ul style="list-style-type: none"> • experience of working in Key Stage 1 or 2
Professional knowledge and expertise	<ul style="list-style-type: none"> • a commitment to developing the whole school ethos • positive behaviour management • consistent high standards and expectations • a sound understanding of the use of assessment to inform learning • the ability to use data to monitor performance and set targets 	<ul style="list-style-type: none"> • experience of development and delivering a creative curriculum
Leadership and management	<ul style="list-style-type: none"> • excellent interpersonal and intrapersonal skills • effective organisational skills • good time management • the ability to articulate and share a vision of primary education with the context of the mission statement of our school • the ability to inspire and motivate staff, pupils, parents and trustees to achieve the aims of our school • the ability to analyse data, set targets and monitor/evaluate progress towards these • knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils 	<ul style="list-style-type: none"> • written policies/schemes of work in consultation with colleagues
Teaching and Learning	<ul style="list-style-type: none"> • knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all individuals • secure understanding of assessment strategies and the use of assessment to inform the next stages of learning 	

	<ul style="list-style-type: none"> • experience of effective monitoring and evaluation of teaching and learning for all pupils • secure knowledge of statutory requirements relating to the curriculum and assessment • an understanding of the characteristics of an effective learning environment and the key elements of successful behaviour 	
Wider community involvement	<ul style="list-style-type: none"> • worked effectively with all staff • involved parents actively • been involved in all aspects of school life • communicated effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, trustees, parishioners and clergy • experience of whole school self-evaluation and improvement strategies • the ability to provide clear information and advice to staff and trustees 	<ul style="list-style-type: none"> • experience of leading workshops/meetings for parents • experience of work with parents on a PTA • experience of presenting reports to trustees • experience of leading sessions to inform parents • experience of offering challenge and support to improve performance
Skills, Qualities & Abilities	<ul style="list-style-type: none"> • high quality teaching skills • high expectations of pupils' learning and attainment • strong commitment to school improvement and raising achievement for all • the ability to build and maintain good relationships • the ability to remain positive and enthusiastic when working under pressure • the ability to organise work, prioritise tasks, make decisions and manage time effectively • shown a commitment to extra-curricular activities • empathy with children • good communication skills • good interpersonal skills • stamina and resilience • confidence • flexibility • openness and integrity 	
References	<ul style="list-style-type: none"> • positive recommendation in professional references • satisfactory health and attendance record 	<ul style="list-style-type: none"> • professional reference without reservation