

## **Job Description**

**Job Title: Classroom Teacher**

**Location: Abingdon Primary School & Children's Centre**

**Hours of work: Full Time**

**Reports to: Head Teacher**

## **Purpose of the Role:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support designated curriculum areas as appropriate
- To monitor and support the overall progress and development of pupils
- 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
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

## **Responsibilities:**

### **Teaching:**

- To teach pupils according to their educational needs, including the setting and marking of work and provision of written/verbal and diagnostic feedback
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required
- To provide or contribute to, oral and written assessments and reports relating to individual pupils and groups of pupils
- To ensure that ICT, Literacy, Numeracy are all incorporated into the curriculum where appropriate
- To ensure a high quality learning experience for pupils which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, uniform, standards of work and homework
- To set appropriate targets for pupils in line with schools' policy and procedure

### **Staffing:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective and efficient deployment of classroom support
- To work as a member of a team and to contribute positively to effective working relations within the school.

### **Quality Assurance:**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed academy procedures including evaluation against quality standards and performance criteria. To seek / implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

### **Leadership:**

- To lead a specific subject area or areas by keeping up to date with current educational practice and implementing new initiatives in the academy at the direction of the Senior Leadership Team.
- To ensure that the subject area is adequately resourced
- To prepare a subject action plan
- To analyse the attainment data for the subject area and report back to the Senior Leadership Team with areas for development and strategies to address these

### **Communication:**

- To communicate effectively with the parents of pupils as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the academy.

### **Marketing and Liaison:**

- To take part in liaison activities such as Open Evenings, Parents Evenings, Review Days and liaison events with other Trust and local school where the Head Teacher sees fit.
- To contribute to the development of effective subject links with external agencies and local schools

### **Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the subject leaders to identify resource needs and to contribute to the efficient / effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, and the students.
- Organising the classroom and learning resources to create a positive learning environment

### **Other specific duties:**

- To play a full part in the life of the school community
- To comply with the academy's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by the Head Teacher not mentioned in the above

### **School Vision:**

### **Our Principles:**

At Abingdon our principles are what we live and breathe. They are woven through our curriculum and in all that we do.

**Aspirations**  
**Resilience**  
**Commitment**  
**Harmony**

As a member of staff you will be responsible for actively promoting the ARCH and link it in to every day teaching.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all school related matters.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## **Person Specification**

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<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Degree or relevant professional qualification with QTS.</li> <li>• Record of recent and relevant in-service training.</li> <li>• Willingness to further own professional development.</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Proven record of effective teaching and classroom management.</li> <li>• Experience of teaching in at least one key stage.</li> <li>• Knowledge of the National Curriculum or Foundation Stage Curriculum.</li> <li>• Experience of effective assessment procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of target setting and subject leadership.</li> <li>• Preparation and administration of statutory national tests and implication of Teacher's Assessment on making accelerated progress.</li> </ul>

<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
	Budget (size and responsibilities )	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>Team player and committed to team building.</li> <li>Ability to plan for the use of additional adult support.</li> <li>Ability to prioritise, use initiative and good time management.</li> <li>High standard of presentation skills.</li> <li>IT literate with experience of a range of teaching aids.</li> <li>Aware of current primary educational initiatives and issues.</li> </ul>	<ul style="list-style-type: none"> <li>Able to use any adults supporting learning in a creative and inspirational way.</li> <li>Knowledge of positive Behaviour Strategies</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>Approachable to all members of the school community and committed to communicating with the wider school community.</li> <li>Ability to assist in the effective management of change.</li> <li>Willingness to support strong links with parents/carers and governors.</li> <li>Good organisational skills and enthusiastic about child led learning.</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>Ability to demonstrate, understand and apply our values</li> </ul> <p> <b>Aspirations</b>  <b>Resilience</b>  <b>Commitment</b>  <b>Harmony</b> </p>	

<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	
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