JOB DESCRIPTION

School: Allendale Primary School	**LA:** Northumberland
Job title: Class teacher	**Salary range:** MPS

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose

To carry out professional duties and to have responsibility for an assigned class.
To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
To promote the aims and objectives of the school and maintain its philosophy of education.

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the Primary Curriculum ensuring breadth and balance in all subjects but a strong emphasis on English and Maths skills.
- To contribute to the design and provision of an engaging curriculum which motivates and inspires pupils.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations which ensure our high standards are maintained.
- To be accountable for pupils' attainment, progress, outcomes and wellbeing.
- If required, to prepare Y6 pupils for SATs, undertaking revision activities in such as manner as to build their confidence and ensure their mental wellbeing.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To promote courteous and polite behaviour in class and around school, implementing the school's behaviour policy and procedures.
- To recognise barriers to learning; how different factors can inhibit learning and effective strategies to overcome them.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To encourage pupils to take a responsible and considerate attitude to their own work and that of other pupils.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils to the next year group.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings and further training as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- If required, to undertake trips and residential activities adhering to school's health and safety policies.

- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school values and policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional, both face to face and in written reports.
- To liaise with outside agencies when appropriate.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE	
Qualifications and Experience	Qualified teacher status	A degree or equivalent qualification	A
	High standard of Maths and English	Evidence of in service professional development	A
Knowledge (Knowledge, abilities, skills, experience)	A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.	Willingness to undertake further training and development.	I
		Willingness to self-research effective practice.	I
	Knowledge of how to manage and respond to pupils with a range of SEND.	Knowledge of Northumberland LA, Ordinarily Available Provision.	A / I / T
	An understanding of the aims of the Primary Curriculum and a range of assessment requirements and arrangements.	Knowledge and understanding of the Primary Curriculum and expectations.	A / I /T
	Knowledge of effective maths mastery practice to enable a deep understanding of concepts	Maths mastery training	A / I
		Some awareness of the Accelerated Reader programme or the reciprocal reading approach.	A / I

	Knowledge and skills required to effectively teach reading and comprehension strategies. Knowledge and skills required to inspire a high standard of writing across the curriculum. Know how to use local and national data to evaluate the effectiveness of teaching. Knowledge and understanding of the implications of equal opportunities and inclusion. Knowledge and understanding of the potential of computer technology to enhance the curriculum. Know the legal requirements, policy and guidance on the safeguarding of children.	Some experience of moderation activities and standards expected at UKS2.	A / I A / I I T A / I
Skills and Abilities	Ability to prepare and plan effectively. Good organisational skills. Ability to prioritise and manage time effectively. Ability to work as part of a team. Effective communicator.	Ability to offer extra-curricular activities. Willingness to contribute to the wider life of the school. Some experience of using the outdoors to enhance provision would be beneficial but not essential.	A / I I / T

Work-related Personal Requirements	Suitability to work with children. Patience. Enthusiastic and hard working. Ability to communicate effectively with colleagues.	Good sense of humour	T/ I I

- A – Application Form
- I – Interview
- T – Teaching activity