



Job Description/Person Specification

POST:	Temporary Class Teacher
RESPONSIBLE TO:	Headteacher and Governors
SALARY:	Main Pay Scale/Upper Scale (Teachers)
LOCATION:	Coupe Green Primary School
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

To ensure the effective education of all the children for which you have a class responsibility, socially, emotionally, physically, intellectually and aesthetically.

To assist the development of pupils and colleagues through your designated area(s) of responsibility.

SPECIFIC RESPONSIBILITIES:

A. Key Responsibilities

- To the Headteacher and Governors to be supportive of the aims, ethos and policies of the school.
- To help ensure consistency of approach and a lively, caring community.
- To the children for whom you are responsible at any one time, for effective teaching and social development.
- To children, colleagues and yourself for your own professional development.
- To parents and children to assure effective and constructive home/school liaison.
- To colleagues for their own professional development, by sharing your expertise.
- To monitor in partnership with the Head teacher, consistency and progression in learning for the children in your class.

B. Key Tasks as Class Teacher

1. To provide a stimulating and caring environment for learning and to encourage both co-operation and independence in the children.
2. To lead by example. Setting the highest standard in teaching, behaviour and all aspects of school life and maintaining high expectations of children and colleagues.
3. To ensure the good behaviour of all children in your care and to develop within them positive attitudes towards their peers, adults and learning.
4. To have pastoral responsibility for all the children in the school as well as those children in your designated class, including being alert to child protection issues.
5. To teach – with full regard to resources available and individual needs.

6. To plan learning rooted in National Curriculum objectives and delivered through children's interests.
- Teach each child to the very best of your ability having regard to the policies of the school.
- Mark and assess the attainment and progress of the children in all areas of school activity.
- To be aware of the issues of continuity and progression and manage the curriculum accordingly.
- To effectively deploy and monitor teaching assistant if available to assist in your class.
7. To maintain records in relation to the children in your care, according to the policies of the school and to inform parents appropriately, including the writing of a full report.
8. To take a full part in staff meetings and parent evenings, follow duty rotas for playground supervision and matters relating to Health and Safety, etc.
9. To prepare SEND Support Plans and programmes of work which support pupils with special needs and to evaluate progress.
10. To safeguard the children's health and safety both on school premises and authorised activities elsewhere.
11. To foster good relationships with all interested parties, both internal and external to the school including liaising with the Inclusion leader, parents, governors, medical service and Educational Psychologist concerning the educational and personal wellbeing of pupils.
12. To develop your own professional skills and knowledge and take part in appropriate training and INSET.
13. To take part in the Governors Appraisal Policy.

C. Safeguarding children and young people

Coupe Green is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Class Teacher Person Specification

	Essential	Desirable
Qualifications	Qualified teacher – Graduate, Cert. Ed. or PGCE.	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> Has the highest expectations of the children and their learning. A recent record of Good/Outstanding teaching. (Please state grades from training or lesson observations in letter of application.) Teaching/training in all Primary Key Stages with specific experience in KS2. Excellent knowledge and understanding of grammar and be able to deliver high quality spelling lessons. An ability to enthuse, engage and inspire children in their learning. Ensure high levels of pupil interest and motivation. Able to assess children's attainment accurately. An excellent knowledge of Assessment for Learning strategies Knowledge of how success criteria inform assessment and future planning Set and review clear targets for learning. Mark effectively so children know where they have achieved well and their next steps for learning. 	<ul style="list-style-type: none"> A good knowledge of Special Educational Needs. A good knowledge and experience of challenging able, gifted or talented children. Experience or willingness to lead a subject area throughout school. Experience or have the skills to lead subjects across school. Ability to demonstrate effective indoor and outdoor classroom across the whole curriculum. Have personal experience of working in partnership with parents Excellent ICT skills that support children's learning. Willingness to lead extra - curricular clubs. Experience of teaching mixed aged classes.

	<ul style="list-style-type: none"> • Can create an exciting, inspiring and safe learning environment tailored to children's interests. • Promote consistent positive behaviour and discipline. • Demonstrate high standards of personal organisation. • Committed to continuing professional development. • Value parental partnership 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Flexibility and adaptability • Positive attitude to school improvement • Hard working 	