**GUILDFORD GROVE PRIMARY SCHOOL**

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| JOB DETAILS | |
| Job Title: | Class Teacher |
| Pay scale: | MPS |
| Working hours: | Part-time up to 19.5 hours per week |
| Reports to: | Headteacher |

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| JOB PURPOSE |
| To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher. Responsible for directing the work of teaching assistants within the classroom. |

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| **PRINCIPAL ACCOUNTABILITIES:** |
| * Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below * To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England * Maintain the positive ethos and core values of the school, both inside and outside the classroom * Promote the school’s mission statement ‘A culture of achievement where all can succeed’ * Implement agreed school policies and guidelines * To direct and supervise support staff assigned to you and, where appropriate, other teachers, in an effective way * To participate in arrangements for the appraisal and review of your performance and, where appropriate, that of other teachers and support staff * To collaborate and work with colleagues and other relevant professionals within and beyond the school and to adhere to the staff code of conduct   The Class Teacher will:   * Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils * Plan and teach lessons and sequences of lessons to the classes you are assigned to teach within the context of the school’s plans, curriculum and schemes of work * Plan appropriately to meet the needs of all pupils, through differentiation of tasks * Assess, monitor, record and report on the learning needs, progress and achievements of all pupils * Be able to set clear targets, based on prior attainment, for pupils’ learning * Keep appropriate and efficient records, integrating formative and summative assessment into planning * Work with school leaders to track the progress of individual children and intervene where pupils are not making progress * Report to parents on the development, progress and attainment of pupils * Promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy * Participate in meetings which relate to the school's management, curriculum, administration or organisation * Communicate and co-operate with specialists from outside agencies |

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| PERSON SPECIFICATION | |
| Qualifications | Essential/Desirable |
| Educated to degree level  Qualified teacher status | E  E |
| Experience | **Essential/**  **Desirable** |
| Some experience of teaching in a school with relatively high deprivation through trainee placements. | D |
| Professional Knowledge and Understanding | **Essential/**  **Desirable** |
| Sound knowledge of the National Curriculum for all the subjects for their Key Stage.  Have a sound knowledge and understanding of the Foundation Stage Curriculum.  Have an understanding of curriculum and pedagogical issues relating to learning and teaching.  Be familiar with KS1 and 2 Standardised Attainment Tests.  Understand and be committed to the school policies, in particular:  • Participate and implement the School Behaviour Policy  • Be aware of Health and Safety implementation in the work place  Use effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, disadvantaged pupils, pupils with EAL and SEND.  Be familiar with writing and delivering effective Individual Education Plans for pupils with SEND. | E  D  E  D  E  D  D |
| Professional Skills and Abilities | Essential/Desirable |
| Have a sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching.  Be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks.  Be able to keep records of pupil progress in line with school policy.  Be able to use assessments of pupils learning to inform future planning.  Be able to plan and work collaboratively with colleagues. | E  E  E  E  E |
| Personal Qualities | Essential/Desirable |
| Be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children.  Have a flexible approach to work and enjoy being a good team member.  Have good communication skills both orally and in writing.  Be able to manage own workload effectively.  Have good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.  Be willing to share expertise, skills and knowledge and ability to encourage others to follow suit.  Practise equal opportunities in all aspects of the role and around the work place in line with policy.  Maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post. | E  E  E  E  E  E  E  E |