

West Leigh Junior School



Job Description & Person Specification

Position:	Class Teacher
Grade:	Mainscale or UPR
Hours:	Full Time
Responsible to:	Executive Headteacher

Purpose of Job

Teaching

- plan and prepare courses and lessons
- teach, according to their educational needs, the pupils assigned to you
- set and mark work to be carried out by the pupils in school and elsewhere
- assess, record and report on the development, progress and attainment of pupils

Other activities

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further educational steps
- make records of and reports on the personal and social needs of pupils
- communicate and consult with the parents of pupils
- communicate and co-operate with persons or bodies outside the school
- participate in meetings arranged for any of the purposes described above

Assessments and reports

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Appraisal or review of performance

- participate in the required arrangements for successful performance

Review, induction, further train and development

- review from time to time your methods of teaching and programmes of work
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

Educational methods

- advise and co-operate with the headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Discipline, health and safety

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Cover

- to supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

Management

- take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Administration

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons, provide support for the teachers in the school
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Person Specification

- Be passionate about learning
- Demonstrate very good classroom practice
- Care about the development of the whole child
- Willingness to play a full role in the life of the school
- Maintain positive relationships with staff, parents and children
- Work as a proactive member of a team
- Be enthusiastic, hardworking and committed
- Possess good organisational skills
- Show a commitment to school improvement
- Show imagination and initiative
- Have energy and a sense of humour

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.