

# **The Mawney Foundation School**

## **Class Teacher Job Profile**

<b>Job Title:</b>	Class teacher (Key Stage 1 or Key Stage 2: Depending upon successful candidate(s))
<b>Grade:</b>	Main Scale 3 – 6 (UPS applications also considered)
<b>School:</b>	The Mawney Foundation School
<b>Reports To:</b>	Head teacher
<b>Staff Managed:</b>	Teaching Assistants

### **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 National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To ensure that equal opportunities are implemented in the classroom and throughout the school.
- To ensure that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning, as well as ensuring the delivery of the Every Child Matters Agenda.
- To make effective use of ICT to enhance learning and teaching.
- To maintain a regular system of monitoring, assessment (including assessment for Learning), record-keeping and reporting of children's progress, as determined by School Policy in a timely fashion.
- To ensure careful and ongoing assessment of the pupils learning and development to inform further planning.
- To prepare appropriate records for the transfer of pupils.
- To work with school leaders to track the progress of individual children and intervene where pupils are not making progress.
- To ensure effective use, support and supervision of support staff within the classroom, including parent helpers.

- To contribute to the whole school ethos by creating a stimulating environment for learning across the Key Stages, in classrooms, corridors and shared spaces.
- To participate in planning sessions and staff meetings.
- To contribute to the development and co-ordination of a particular area of the curriculum.
- 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 policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To develop and maintain positive relationship with parents/carers and other agencies, which involve them actively in the classroom and in the learning process.
- To support the Head teacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- 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.

#### **Other Responsibilities:**

In addition to undertake such duties of a similar nature as may be reasonably directed by the Head teacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

#### **Conditions of Service:**

Governed by the most up to date National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

#### **Special Conditions of Service:**

The post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc), with due notice.

**Note:** the responsibilities of this job description may be subject to annual review, subject to the normal processes of discussion and consultation with the postholder

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**Person Specification – Class teacher**

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
The ability to lead the school team effectively and efficiently and work with other professionals and agencies	✓		Interview
Communication skills, oral, written and presentational	✓		Application & interview
Ability to model well planned, organised and innovative lessons across all key stages (EYFS, KS1 and KS2)	✓		Demonstration lesson Interview
Proficiency in the use of ICT and the software programmes used in schools	✓		Application
The ability to lead, model and manage positive behaviour, good order and assertive discipline across all key stages (EYFS, KS1 and KS2)	✓		Application, interview, & demonstration lesson
The ability to manage phase information and data for purposes of recording, monitoring, evaluation and reporting across all key stages (EYFS, KS1 and KS2)	✓		Application and interview
Ability to teach Modern Foreign Languages (MfL) to a range of KS1 and KS2 pupils		✓	Application and interview
<b>Knowledge</b>			
Relevant subject and/or curriculum knowledge, understanding and expertise across all Key Stages, including the EYFS, KS1 and KS2	✓		Application
The ability to lead curriculum development and innovation	✓		Application and interview
How to motivate and manage a team of staff	✓		Interview
How children and young people learn, develop and progress through life stages and events	✓		Application and interview
How ICT can be used effectively to motivate children to learn	✓		Interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum across all key stages (EYFS, KS1 and KS2)	✓		Application and interview
How to manage health and safety practice and promote and safeguard pupil and staff welfare	✓		Application and interview
How to manage equalities and inclusion policies and how these are implemented in schools	✓		Application and interview
Knowledge and understanding of the Letters and Sounds Programme.	✓		Application and interview
<b>Qualifications and Experience</b>			
Qualified Teacher Status	✓		Evidence of qualification
Successful teaching experience or a recognised Fast Track progression route		✓	Application
Evidence of continuing professional development		✓	Application