



# Bure Valley School

## Job Description and Person Specification

<b>Job Title</b>	<b>Class Teacher</b>
<b>School</b>	<b>Bure Valley School</b>
<b>Pay Range</b>	<b>Main Pay Scale</b>
<b>Responsible to</b>	<b>Executive Head and Head of School</b>

## Role and Context

**General Requirements and Functions:** *(all staff are expected to be familiar with the mission statement, intended pupil outcomes and objectives of the school).*

1. To carry out the general and specific professional duties as set out in the School Teachers' Pay and Conditions Document.
2. To maintain the highest quality possible of teaching and learning in accordance with school policies under the direction of the Executive Head and/or Head of School.
3. To accept responsibility for promoting and safeguarding the welfare of children and young persons whom you are responsible for and come into contact with.



## **PRINCIPAL ACCOUNTABILITIES**

### **Areas of Responsibility and Key Tasks:**

#### **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching (collaboratively with year group colleagues) to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed, setting tasks which challenge all pupils and ensure high levels of interest; setting appropriate and demanding expectations
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Carrying out and making use of half-termly assessments to ensure coverage of programmes of study ensuring effective teaching and best use of available time
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework

Use a variety of teaching methods to:

- Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions; select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and Maths
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively

#### **Monitoring, Assessment, Recording, Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically using the school system and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Undertake assessment of pupils as requested by the Senior Leadership Team and school procedures
- Prepare and present informative reports to parents both verbally and in written form

#### **Working Relationships**

- Achieve constructive working relationships with all staff
- Direct, organise and manage the work of support staff within the classroom ensuring their effective and efficient deployment
- Liaise effectively with colleagues to ensure the successful transition of pupils through the school; build and maintain co-operative relationships with parents and carers



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## Other Professional Requirements

- Evaluate own teaching critically to improve effectiveness
- Take responsibility for one's own professional development including knowledge of school policies and procedures
- Contribute to meetings and discussions
- Undertake school duties (break/before/after school) as directed to ensure the smooth running of the school
- Participate in performance management through the setting of personal targets and monitoring of performance as set out in the Teachers' Pay and Conditions



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## Person Specification

This describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Key Areas of Role	Specifications for this Job	Essential/Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	E
<b>Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Thorough knowledge of the curriculum across key stage 2</li> <li>At least one years' experience of teaching at Primary Level and/or Foundation Stage Pupils</li> <li>Ability to challenge and support all pupils to do their best</li> <li>Providing clear structures for lessons maintaining pace, motivation and challenge</li> <li>An understanding of and commitment to equal opportunities for all pupils</li> <li>Ability to make links to other subjects in the curriculum</li> <li>Experience of teaching a wide age range of pupils within EYFS, KS1 and KS2</li> <li>Experience of working in a multi-cultural setting</li> <li>Experience of planning and managing the work of teaching assistants</li> <li>Sound basic knowledge of the SEND code of practice and strategies for identifying SEND or very able pupils</li> <li>Interest and/or expertise in a curriculum area</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>



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<p><b>Attitudes</b></p>	<ul style="list-style-type: none"> <li>• Emphasis on the child at the centre of learning</li> <li>• Have high expectations for all pupils</li> <li>• Willingness to use a variety of teaching and learning styles</li> <li>• Ability to work positively and sensitively with pupils and parents</li> <li>• Enthusiasm, commitment and energy</li> <li>• Good organisational and interpersonal skills</li> <li>• Willingness to teach all subject topics</li> <li>• Ability to accept responsibility for planning and commitment towards personal professional development</li> <li>• Ability to motivate others</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
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<p><b>General Information</b></p> <ul style="list-style-type: none"> <li>• The job description details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes of the job.</li> <li>• All work performed/duties undertaken must be carried out in accordance with the school's policies and procedures, within legislation, and with regard to the needs of the pupils and the diverse community we serve.</li> <li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> <li>• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>
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