



TELFORD JUNIOR SCHOOL

JOB DESCRIPTION

Title of Post:	Class Teacher
Salary/Grade:	MPS/UPR
Hours:	Full-time
Responsible to:	Head Teacher and Deputy Head Teacher
Purpose of Job:	To put Whole School and Departmental policies into practice consistently and support, as well as promote, the stated 'Aims & CORE Values' of the school in all aspects of working practice

Key Tasks and Responsibilities:

The Class Teacher will:

- Teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom, supporting children's pastoral needs.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents/carers and governors.
- Have a working knowledge of the national conditions of employment for school teachers, as set out in the current copy of the School Teachers' Pay and Conditions Document.
- Have a working knowledge of the national standards for Qualified Teacher Status.
- Implement agreed school policies and guidelines.
- Support initiatives decided by the head teacher and staff.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents/carers on the development, progress and attainment of pupils.
- Support the pastoral needs of individual pupils.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Take part in and contribute to meetings that relate to teaching/curriculum; co-operate with and, where appropriate, advise the head teacher and other colleagues in the review, development and management of a subject in the school.
- Communicate and co-operate with specialists from outside agencies.
- Plan for, organise and direct the work of support staff within the classroom.

- Participate in the performance management system for the appraisal of own performance, or that of other teachers.

Safeguarding Statement and Responsibilities

Telford Junior School is committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment and an enhanced Disclosure and Barring Service (DBS) disclosure and Barred List Check will be sought, along with other relevant employment checks.

All staff members will:

- Have a good understanding of the school's Child Protection Policy and the key statutory safeguarding guidance.
- Be required to sign to confirm that they have read this documentation and understand the expectations set out within the documentation.
- Understand safeguarding responsibilities, contributing to the school's statutory duty to safeguard and promote the welfare of children.
- Be prepared to undertake all child protection training provided by the school on induction and on a refresher basis.

Additional Post-Threshold Expectations:

- Provide a role-model for teaching and learning.
- Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.

General Requirements:

All school staff are expected to:

- Maintain confidentiality according to organisation and legal requirements.
- Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff.
- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Trust's vision and objectives.
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equal opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Show a willingness to undertake training and professional development either in house or externally.

Context of Post:

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the OFSTED Inspection Report.

Renegotiation:

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.