



Dovecotes Primary School

Job Description

Post Title	Class Teacher
Grade	Teacher's Pay Spine
Responsible to	Headteacher
Job Purpose	<ul style="list-style-type: none"> • Undertake the responsibilities of class teacher as set out in the school teachers' pay and conditions document; • Quality of teaching and learning should lead to academic excellence across the curriculum; • Fulfil the role to the teacher standards September 2012; • Inspire children with enthusiasm and foster a love for learning; • Teach a class of pupils and ensuring 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 and promote all aspects of pupil wellbeing; • Contribute fully to the School Development Plan; • Contribute to constructive team-building amongst teaching and non-teaching staff and parents.
General Duties	<ul style="list-style-type: none"> • Fulfil the conditions of employment as detailed in the current "School Teachers Pay & Conditions Document". – Teacher Standards; • To participate in the whole school development work including attendance at group meetings as per circulated timetable; • To take lead as co-ordinator of a subject - auditing, evaluating and planning for development of subject area; • To prepare and complete an individual termly action plan of tasks for your named subject area (s) agreed within your subject working group; • Implement agreed school policies and guidelines including Health & Safety, Equal Opportunities and Child Protection; • Support and promote initiatives decided by the Headteacher and staff; • Plan appropriately to meet the needs of all pupils through assessment for learning and differentiation of tasks; • 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 planning; • Produce reports to parents on the development, progress and attainment of pupils; • Lead, organise and evaluate the performance of support staff within the classroom;

	<ul style="list-style-type: none">• To prepare targets for both learning and achievement for individuals and groups;• To inform the Senior Leadership Team of matters concerning under achievement and other difficulties, as well as instances of outstanding achievement or effort;• To maintain good order and an attractive environment in the teaching spaces used, and to report any problems of buildings and fittings;• To attend meetings convened by the Head Teacher;• To participate in meetings with colleagues and parents relative to the above duties;• To participate in arrangements made in accordance with current teacher regulations for performance management and appraisal;• To take a share in leading assemblies for pupils;• To foster good relations with all parents and stakeholders;• To actively participate in on-going professional development;• To promote and support extra-curricular activities;• To undertake any duties which may reasonably be assigned by the Headteacher.
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Person Specification Teacher

(April 2023)

Factors	Essential	Desirable
Qualifications and Skills		
• QTS	✓	
• Suitability to work with children	✓	
• Excellent classroom practitioner	✓	
• Strong organisational and behavior management skills	✓	
Special Knowledge, abilities and/or experience		
• Experience of teaching within the Primary phase	✓	
• Experience of inclusive teaching	✓	
• Competency of computing and ICT	✓	
• Understanding of importance of ongoing assessment	✓	
• Experience of statutory assessment		✓
Personal Qualities		
• Committed to safeguarding children	✓	
• The ability to be self-motivated	✓	
• The ability to work as part of a team in a variety of situations	✓	
• Values and respects the views and needs of children and young people	✓	
• Good communication and organizational skills	✓	
• Calm, reflective attitude	✓	
• Good attention to detail	✓	
Interest and motivation in job		
• Keen interest in professional and personal development	✓	
• Engages fully in strategies designed to move the school forward	✓	
• Has initiative and is willing to share ideas	✓	
• Shows an enthusiasm for innovative learning	✓	