



**“Let your Light shine”
Matthew 5:16**

The Polehampton C. of E. Schools

Class Teacher

Job Description and Person Specification

“Let your light shine” Matthew 5:16

These words are at the heart of our school’s vision. They inspire and motivate our whole school community.

We want our staff to let their lights shine, so they can support and challenge our pupils to develop and flourish in our Polehampton Schools.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Job Description

Planning, teaching and class management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge
- make effective use of assessment and ensure coverage of programmes of study
- ensure effective teaching and best use of available time
- monitor and intervene to ensure sound learning and discipline
- 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
- evaluate their own teaching critically to improve effectiveness

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, following the AfL principles
- assess and record pupils' progress systematically 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
- prepare and present informative reports to parents



Other professional requirements

- be vigilant and follow school procedures if you have a safeguarding concern
- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- lead, manage and support the subject areas you are responsible for
- take responsibility for your own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors
- take on any additional responsibilities which might from time to time be determined

Personal qualities

- the desire to work in an environment where people are made to feel special and where the development of the whole child really matters
- the ability to motivate both children and other adults to seek improvement
- the ability to work with parents and encourage their active participation in education
- the ability to work independently as well as part of a team
- a desire to take opportunities for professional development
- flexibility and willingness to be involved in all areas of school life
- an understanding of the school as part of the local community
- a willingness to contribute to the Christian ethos of the school
- a positive and enthusiastic approach
- a caring nature
- a good sense of humour
- strong written and oral communication skills
- good listening skills

“Unlocking the Future”

