**PERSON AND JOB SPECIFICATION**

**Class Teacher**

Responsible to: The Headteacher and Governing Body of the school

**General duties are to:**

* take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
* carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
* 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
* contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors

**Safeguarding**

* To ensure awareness of school policy and procedures re Child Protection.
* To become aware of the signs and symptoms of abuse by attending relevant courses.
* To report all causes for concern to the Child Protection Officer
* To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
* To carry out risk assessments in consultation with the teaching staff prior to activities.

**Planning, Teaching and Class Management**

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

* setting tasks which challenge pupils and ensure high levels of interest
* identifying clear teaching objectives and specifying how they will be taught and assessed
* setting appropriate and demanding expectations
* setting clear targets, building on prior attainment
* identifying SEN or very able pupils
* providing clear structures for lessons maintaining pace, motivation and challenge
* making effective use of assessment and 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
* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
* evaluating own teaching critically to improve effectiveness
* ensuring the effective and efficient deployment of classroom support
* taking 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 literacy and numeracy
* encouraging 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 and keep records to check work is understood and completed
* monitor strengths and weaknesses to inform planning and recognise the standard at which the pupil is achieving
* undertake assessment of students as requested by examination bodies, departmental and school procedures
* prepare and present informative reports to parents.

**Curriculum Development**

* Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;

**Performance Management**

* Participating in arrangements made in accordance with regulations for the management of performance and that of other teachers.

**Review, Induction, Further Training and Development**

* Reviewing from time to time methods of teaching and programmes of work
* Participating in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in performance management objectives or statements
* In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for supervision and training
* Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

**Health and Safety Responsibilities of all staff**

All staff employed at Bledlow Ridge School have responsibility to:

take reasonable care for the health and safety of themselves and others when undertaking their work; checking classrooms/work areas and equipment are safe before use; ensuring safe working procedures are followed; co-operating with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy; not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare; reporting immediately to the Headteacher any serious or immediate danger; reporting to the Headteacher any shortcomings in the arrangements for health and safety; ensuring that they only use equipment or machinery which they are competent to use or have been trained to use; participating in health and safety inspections and the health and safety committee where appropriate.

**PERSON SPECIFICATION**

**Essential Skills, Knowledge and Qualifications**

* Qualified Teacher Status;
* Degree in relevant subject area
* To aspire to be an outstanding classroom practitioner
* Strong current subject knowledge
* A positive disposition
* A willingness to develop excellent ICT skills
* An effective communicator with exceptional interpersonal skills