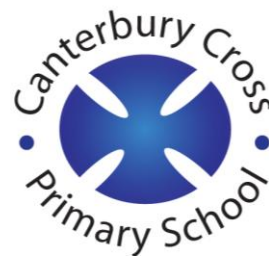




# Canterbury Cross Education Trust

Head Teacher: Khalid Din BA (Hons)



## Class Teacher Job description

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### Duties and responsibilities

#### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Add any other duties of particular relevance to your school

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
  - Make a positive contribution to the wider life and ethos of the school
  - Work with others on curriculum and pupil development to secure co-ordinated outcomes
  - Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Add any other duties of particular relevance to your school

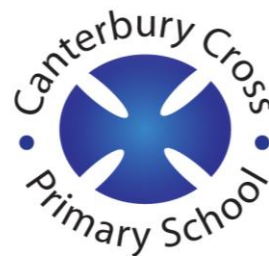


*Where bright futures begin...*



# Canterbury Cross Education Trust

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## Health, safety and discipline

- › Promote the safety and wellbeing of pupils
- › Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Add any other duties of particular relevance to your school

## Professional development

- › Take part in the school's appraisal procedures
- › Take part in further training and development in order to improve own teaching
- › Take part in the appraisal and professional development of others, where appropriate
- › Add any other duties of particular relevance to your school

## Communication

- › Communicate effectively with pupils, parents and carers
- › Add any other duties of particular relevance to your school

## Working with colleagues and other relevant professionals

- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues
- › Add any other duties of particular relevance to your school

## Personal and professional conduct

- › Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- › Add any other duties of particular relevance to your school

The section below is more likely to be relevant to teachers with additional responsibilities:

## Management of staff and resources

- › Direct and supervise support staff assigned to them, and where appropriate, other teachers
- › Contribute to the recruitment and professional development of other teachers and support staff
- › Deploy resources delegated to them
- › Add any other duties of particular relevance to your school

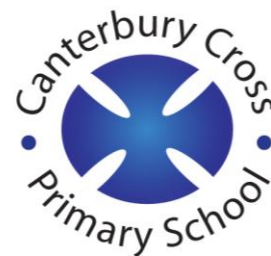


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## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Add any other duties relevant to the role in your school

## Other areas of responsibility

- If required, add any other duties of particular relevance to your school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status [if you require this in your school]</li> <li>• Degree</li> <li>• Successful primary teaching experience [you may want to add a minimum number of years' experience, or particular age groups]</li> </ul> Add any further qualifications needed
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul> Add any further skills and knowledge needed
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul> Add any further qualities needed

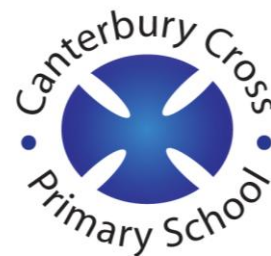


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## Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Last review date:** [date when this document was last reviewed]

**Next review date:** [date when this document will next be reviewed]

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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