School Job Description

School
West End Primary School

Post Title	**GRADE**	**Post Ref**
Class Teacher	MPS	PP

Post(s) to which directly responsible
Head teacher and Deputy Headteacher

Post(s) for which directly responsible
Class learning support staff

Purpose of job

To provide high-quality, inclusive teaching that enables all pupils to achieve well, enjoy learning and develop independence.

The postholder will take responsibility for the learning, progress and wellbeing of their class, delivering an ambitious curriculum that meets pupils' needs and builds securely on their prior knowledge.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the Teaching Standards for qualified teachers and uphold these standards in addition to the professional code of the National College for Teaching and Leadership for England.

Responsibilities

Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including, but not limited to, the use of effective explanations, questioning, modelling and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).

Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future

teaching.

- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.

- When applicable, understand the demands expected of pupils in relation to the National Curriculum for EYFS.

Relationship with Parents and the Wider community

- Prepare and present informative reports to parents.

- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.

- Liaise with agencies responsible for pupils' welfare.

Manage Own Performance and Development

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.

- Share corporate responsibility the implementation of school policies and practices.

- Set a good example to the pupils they teach in their presentation and their personal conduct.

- Evaluate their own teaching critically and use this to improve their effectiveness.

- Implements and follows school's child protection policies and procedures.

Managing and Developing Staff and Other Adults

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

Managing Resources

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

- To ensure promotion and support of Equal Opportunities and Health & Safety

- To undertake other duties that are commensurate with the post

Safeguarding Responsibilities

Safeguard and promote the welfare of children, following the school's safeguarding policies and reporting and recording concerns promptly through agreed procedures.

● Complete required training and maintain an understanding of safeguarding responsibilities, including online safety.

● Maintain appropriate professional boundaries, confidentiality and secure handling of pupil information.

● Fulfil the Teachers' Standards and uphold the school's policies and professional expectations

● Participate in professional development, coaching and quality assurance, acting on feedback to improve practice.

Relationships
The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external agencies.

Physical Conditions
The post is currently based at West End Primary School.

The school is accessible for people with disabilities.

The school operates a non-smoking policy.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service Check – including children's barred list. Any candidate invited will be subjected to an online search prior to interview and requested to sign their application form on arrival. We promote diversity and want a workforce that reflects the population of Leeds.

Economic conditions

Grade: MPS
Conditions of Service: Teachers Terms & Conditions apply

Prospects

Promotion
Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training
The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS
Qualified Teacher Status – Essential
Honours degree - Essential

Job Description Prepared / Reviewed by:	R.Linton	**Date:**	18/11/26
Job Description Approved by:		**Date:**	

EMPLOYEE SPECIFICATION:
Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

SKILLS	Ess	Des	MOA
High level of written, oral and communication skills	*		A/I/T
Ability to communicate effectively orally and in writing to a range of audiences	*		A/I
High level of organisational and planning skills	*		A/I
An excellent classroom practitioner	*		A/I
Work effectively as part of a team, relating well to colleagues, pupils and parents	*		A/I
Ability to demonstrate a commitment to equality of opportunity for all pupils	*		A/I
Ability to investigate, solve problems and make decisions	*		A/I
Management of people and resources	*		A/I
Able to use own initiative and motivate others	*		A/I
Ability to demonstrate high level ICT skills in personal and educational situations	*		A/I
Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them	*		A/I
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure	*		A/I
Ability to offer expertise in a specific subject or area		*	A/I
Ability to teach across primary age range		*	A/I
Commitment to an involvement in extra-curricular activities.		*	A/I
Evidence of sharing in and contributing to the corporate life of the school.		*	A/I/T

KNOWLEDGE/PROFESSIONAL DEVELOPMENT	Ess	Des	MOA
Knowledge of current educational practice and issues	*		A/I
Evidence of continuing professional development	*		A/I

Take responsibility for their own professional development		*	A/I
Knowledge of the provisions of national strategies, i.e. Literacy, Numeracy and ICT	*		A/I
Effective use of ICT to support learning	*		A/I
Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress.	*		A/I
Full working knowledge of relevant polices/codes of practice/legislation	*		A/I
Knowledge of all phases of primary/secondary education (as appropriate)		*	A/I
Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning		*	A/I

LEADERSHIP	Ess	Des	MOA
As the lead professional in the classroom show an ability to advise and support other staff	*		A/I
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate	*		A/I
Plan, allocate, support and evaluate work undertaken by other staff in the classroom	*		A/I
Lead professional development through example and support		*	A/I

OTHER CONDITIONS	Ess	Des	MOA
Registered with Teaching Agency	*		A/C

DISPOSITION AND ATTITUDE	Ess	Des	MOA
Positive and optimistic attitude towards School Improvement and Inclusion	*		I
Open-minded and receptive to new ideas, approaches and challenges	*		I
Places high priority on effective team working and works easily and comfortably in a team environment	*		I
Commitment to an involvement in extra-curricular activities.		*	I
Evidence of sharing in and contributing to the corporate life of the school.		*	I

METHOD OF ASSESSMENT(MOA)	A T I C	= = = =	Application Form Test Interview Certificate

‘This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment’