



## Job Description

**Vacancy Reference No:****Job Title:** Class Teacher**Job Number:****Directorate:** Children Learning & Young People**Post Number:****Service:** Services for Schools**Grade:** TMS**Location:** Whitley Abbey Primary School

### At Whitley Abbey...

**For everyone to be valued, safe and happy.**

**To nurture mental and physical health of everyone through our character values of; kindness, honesty, friendship, courage, resilience and gratitude.**

**To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.**

**To strive to open children's minds to life's possibilities and to promote citizenship amongst our children.**

**To place a great emphasis on developing a love of reading and vocabulary to enable children to become lifelong learners.**

**To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.**

### 'Hand in Hand we Learn'

**Job purpose:**

Whitley Abbey Primary is a school with an inclusive ethos that welcomes pupils from a rich and diverse population. All pupils are treated as individuals and we provide a challenging curriculum which enables them to aim for excellence in a wide range of skills and knowledge. We emphasise developing self-respect, confidence and a sense of responsibility.

The school actively encourages partnerships with parents.

Members of the teaching staff are committed to supporting the work of colleagues with responsibilities in other phases or curriculum areas to the overall benefit of pupils. Staff are expected to support other initiatives determined by the Headteacher, after consultation with staff, or which arise from local authority or national initiatives.

You are required to carry out the duties of a school teacher as set out in the Schoolteachers' Pay and Conditions Document.

You will be employed to teach pupils in the age range 4-11.

**Main duties and responsibilities:**

As a class teacher you will be expected to prepare, deliver, review and evaluate all aspects of the curriculum which you teach. This is to be undertaken in relation to school policies, curriculum documentation and the School Improvement Plan.

**Curriculum responsibilities** – a subject to be negotiated in line with the needs of the school and the strengths of the post holder, unless that person is an ECT.

**Teaching and the management of a class –**

- Contribute to raising the standard of teaching and learning through demonstrating excellent classroom practice.
- Establish a safe environment, which supports learning and in which pupils feel secure and confident.
- Ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that teaching objectives are met and best use is made of available teaching time
- Set tasks which challenge and interest pupils, considering differentiation, relevance, engagement, progression, breadth, balance and coherence.
- Select and make good use of ICT and other learning resources which enable teaching objectives to be met.
- Provide effective verbal and written feedback to pupils so that they know their strengths and how to make progress.
- Complete records and make effective use of assessment information on pupil's attainment and progress when teaching and planning future lessons.
- Set high expectations for pupil's behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Ensure each child makes good or better progress.
- Seek opportunities to contribute to the quality of pupil's broader education, including their personal, spiritual, moral, social and cultural development, embracing that Whitley Abbey is a Thrive school and apply this to daily practice accordingly.
- Be fully conversant with and use all school-based schemes of work and policies.
- Be fully conversant with and use all relevant curriculum documentation.
- Complete, and have open for inspection curriculum plans.
- Demonstrate an excellent understanding of the importance of phonic development for young children in underpinning early reading and writing skills.
- Share a love of reading with pupils to inspire and motivate them to engage in reading.
- Be fully conversant with, and adhere to, all stated policies with regard to health and safety and child protection.
- Ensure effective working relationships with year group colleagues in order to raise attainment and keep children safe.
- Develop and update Intervention Plans for children with Special Educational Need, EAL and Pupil Premium entitlement.
- Recognise and inform the co-ordinator of children that are gifted and talented and ensure that the curriculum is challenging enough to meet their needs.
- Develop effective partnerships with parents in order to meet the needs of all pupils and share the learning journey.

**As subject leader –**

- Be aware of the current thinking and documentation in the subject and share that knowledge with colleagues, attending courses when necessary
- Track the progress of identified individuals and groups in the subject, across the school
- Monitor and evaluate the teaching of the subject and the standards of attainment through scrutinising planning, observing lessons etc. and providing constructive feedback to staff on areas that could be improved

- Be fully aware of the developmental place of a subject in the current School Improvement Plan and develop an Action Plan to reflect future needs and developments
- Lead and develop the teaching practice of others and act as a role model of good teaching within the subject where appropriate
- Any other duties and responsibilities within the range of the salary grade.

### **All employees**

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** An agreed area of the curriculum

**Responsible to:** Head Teacher

**Date Reviewed:** February 2025



## Person Specification

<b>Job Title:</b>	Class Teacher	<b>Job Number:</b>	
<b>Directorate:</b>	Children Learning & Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	TMS
<b>Location:</b>	Whitley Abbey Primary School		

Area	Description			
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An understanding of child development and the way young children learn</li> <li>Understanding of the school's role in providing effectively for the needs of its pupils, including those with special educational needs</li> <li>Understanding of assessment, recording and reporting</li> <li>An understanding of the importance of Personal, Social and Health Education</li> </ul>			
	<ul style="list-style-type: none"> <li>An understanding of how to work together to safeguard children</li> </ul>			
	<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Excellent teaching and learning skills</li> <li>An ability to establish and maintain effective relationships with parents, staff, governors, the local community, partner schools and other external agencies</li> <li>Good personal relationships e.g. the ability to work successfully with others to achieve common goals</li> <li>The ability to communicate effectively both orally and in written form</li> <li>A commitment to promoting equal opportunities</li> <li>Ability to use ICT effectively, both through teaching the curriculum and to support the professional role e.g. electronic planning, emailing, using the internet to keep pace with educational advancement etc. Also the use of online learning journals to effectively communicate achievements and progress with parents and carers.</li> </ul>		
		<ul style="list-style-type: none"> <li>Flexible, adaptable, able to prioritise and make decisions</li> </ul>		
<b>Experience:</b>		<ul style="list-style-type: none"> <li>Recent primary teaching experience in a mainstream classroom</li> <li>Teaching in a multi-lingual, multicultural environment</li> <li>Planning and teaching in partnership with support staff</li> <li>Excellent behaviour management strategies with all children</li> </ul>		
		<b>Educational:</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Evidence of a commitment to sharing in an ongoing programme of professional development</li> <li>A willingness to learn and grow as a teacher</li> </ul>	
			<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment</li> <li>High standard of personal conduct and integrity</li> </ul>

**Date Reviewed:** February 2025