



ASHLEY MANOR  
PREPARATORY SCHOOL

## Class Teacher

### Job Description and Person Specification

#### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<b>Post title:</b>	<b>Class Teacher</b>
<b>Hours of work:</b>	<b>Full Time, Monday to Friday.</b>
<b>Salary:</b>	<b>Based on experience</b>
<b>Responsible to:</b>	<b>Headmaster</b>
<b>Start Date:</b>	<b>September 2025</b>
<b>Purpose of the Job:</b>	To enable the children in your care to make outstanding progress in their learning by building upon their existing knowledge and skills, providing outstanding pastoral care through the reinforcement of the school's values.
<b>Main Responsibilities:</b>	<b>Teaching</b> <ul style="list-style-type: none"><li>• Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.</li><li>• To be aware of the relevant developments to the relevant Key Stages and EYFS teaching, learning, assessment and recording, both locally and nationally</li><li>• Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate</li><li>• Be accountable for the attainment, progress and outcomes of pupils' you teach</li><li>• Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on this demonstrating knowledge and understanding of how pupils learn</li><li>• Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them</li><li>• Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English</li><li>• If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics</li><li>• Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment</li></ul>

- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks

	<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues</li> <li>• Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal</li> <li>• Proactively participate with arrangements made in accordance with the Appraisal Regulations</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality</li> <li>• Perform any reasonable duties as requested by the head teacher</li> </ul> <p><b>This list is not intended to be exhaustive, and you may be required to undertake other reasonable duties as the school requires from time to time.</b></p>
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#### Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	Good honours degree Qualified Teaching Status Evidence of CPD	Further subject-related qualifications.  PGCE or other suitable teaching qualification.	Production of the Applicant's certificates
<b>Experience:</b>	Initial teacher training teaching experience or time served experience in Reception, KS1 or KS2 teaching within the UK education system	Recent experience of teaching at the relevant level(s).	Contents of the Application Form  Interview  Professional references
<b>Skills:</b>	Ability to reflect and develop your own practice with the commitment to ensure the growth of your professional abilities  Good organisational skills, and the ability to consistently meet deadlines  Positive attitude, with good interpersonal skills demonstrating consistently the positive attitudes, values and behaviour which are expected of pupils	Good IT skills and an ability to use ICT to good effect in the classroom.	Contents of the Application Form  Interview  Professional references

	Knowledge of current legislation and developments relating to the subject area		
<b>Knowledge:</b>	<p>Subject Specialism in at least one curriculum area</p> <p>Curriculum developments</p> <p>Teaching pedagogy</p>	Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision.	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies and qualities:</b>	<p>Safeguarding requirements and the contents of Keeping Children Safe in Education</p> <p>Able to use ICT to enhance learning</p> <p>Able to organise an imaginative and stimulating classroom environment</p> <p>An understanding of assessment and its purpose</p> <p>An understanding of the impact of quality feedback</p> <p>A willingness to undergo appraisal and continual professional development</p> <p>Willingness to contribute to extra-curricular activities including taking part in trips</p> <p>Desire and ability to work as part of a team</p> <p>Commitment to equality, diversity and inclusion</p> <p>An interest and understanding of pastoral care</p> <p>Being able to work and engage with parents</p>	Able to adapt to teaching and learning across the key stages.	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>