

# TEACHER

## Harris Junior Academy Carshalton

MPS/UPS (Outer London) + £1,500 Harris Allowance  
+ Performance and Loyalty Bonus + Pension Scheme (TPS)  
+ Harris Wellbeing Cash Plan + Additional Harris Benefits

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 0208 647 7324 or [info@harrisjuniorcarshalton.org.uk](mailto:info@harrisjuniorcarshalton.org.uk)

# Job Purpose

## **Teach**

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare courses and lessons;
- teach, according to their educational needs, the pupils assigned to you;
- set and mark work to be carried out by the pupil in the Academy and elsewhere;
- assess, record and report on the development, progress and attainment of pupils.

## **Other activities**

- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- Provide guidance and advice to pupils on educational and social matters and, where appropriate, about sources of more expert advice on specific questions; make relevant records and reports;
- Make records of and reports on the personal and social needs of pupils;
- Communicate and consult with the parents of pupils;
- Communicate and co-operate with persons or bodies outside the school; and
- Participate in meetings arranged for any of the purposes described above.

## **Assessments and reports**

- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupil.

## **Appraisal or review of performance**

- Participate in arrangements made in accordance with the current Regulations for the appraisal or review of your performance and that of other teachers.

## **Review, induction, further train and development**

- Review from time to time your methods of teaching and programmes of work;
- Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

## **Educational methods**

- Advise and co-operate with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## **Discipline, health and safety**

- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised academy activities elsewhere.

**Staff meetings**

- Participate in meetings at the academy which relate to the curriculum or the administration or organisation of the academy, including pastoral arrangements;

**External Testing**

- Where appropriate participate in arrangements for preparing pupils for external testing, assess pupils for the purposes of such tests and record and report such assessments.

**Administration**

- Participate in administrative and organisational tasks related to such duties as are described above; and attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after academy sessions.
- You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Person Specification

Attributes	Description
<b>Qualifications</b>	Qualified Teacher Status.
<b>Knowledge and Experience</b>	<p>A proven track record of recent and successful class teaching in mixed ability classes of primary age.</p> <p>Successful experience of teaching the primary curriculum.</p> <p>Good understanding of current theory and best practice in teaching and learning, particularly as it relates to achieving high rates of progress of children of primary age.</p> <p>Good subject knowledge of core National Curriculum.</p> <p>Good understanding of child development and progression and how this impacts on planning.</p> <p>Understanding of effective strategies for managing behaviour within the classroom and in accordance with the school's policy.</p> <p>An understanding of equal opportunity issues and how they can be addressed in schools.</p> <p>Excellent written and oral communication skills.</p>
<b>Skills and Abilities</b>	<p>To demonstrate the skills of a good teacher, including the ability to:</p> <ul style="list-style-type: none"> <li>• Interest, encourage and engage pupils;</li> <li>• Provide appropriate levels of challenge, so that all pupils make good progress;</li> <li>• Use methods and resources that enable all pupils to learn effectively;</li> <li>• Use assessment information effectively to plan next steps in children's learning;</li> <li>• Make effective use of time;</li> <li>• Secure high standards of behaviours for learning;</li> <li>• Make effective use of teaching assistants and other support staff;</li> <li>• Enable pupils to acquire new knowledge and skills;</li> <li>• Enable pupils to develop the skills to work independently and collaboratively;</li> <li>• Enable pupils to develop self esteem and respect for others;</li> <li>• Create a well organised, stimulating learning environment.</li> </ul> <p>Ability to make a significant contribution to a school ethos that promotes high achievements.</p> <p>A commitment to raising achievement.</p> <p>The ability to work as part of a team in planning and implementing the curriculum.</p> <p>The ability to work within the framework of national and whole school policies to ensure consistency of practice.</p> <p>The ability to relate to and communicate effectively with parents and carers and to encourage their participation as partners in their child's learning.</p> <p>A commitment to further your own professional development and to the principle of continuous improvement.</p>
<b>Other Job Specific Requirements</b>	<p>Ability to be well organised, working under pressure whilst maintaining a positive approach to your work and relationships with others.</p> <p>A high degree of organisational skills, decision making and use of initiative.</p> <p>Ability to oversee the pastoral welfare of children across the academy and to promote good behaviour, dispositions and attitudes towards learning.</p> <p>Commitment to the Federation Equal Opportunities Policy and acceptance of responsibility for its practical implications.</p> <p>Application of Health and Safety practice.</p> <p>The willingness to commit fully to the whole staff team and the academy's aims and expectations.</p>

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding children

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Thank you for your interest in our school. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:  
[www.harriscareers.org.uk](http://www.harriscareers.org.uk)*