

# Job Description

<b>POSITION:</b>	<b>CLASS TEACHER</b>
<b>REPORTS TO:</b>	Headteacher
<b>RESPONSIBLE FOR:</b>	6-8 children and class based support staff
<b>GRADE:</b>	Teachers Pay & Conditions

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.' *Teacher's Standards*

## KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, LA and school policies.

## MAIN ACTIVITIES

1. To take responsibility for the planning and delivery of engaging learning activities for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff, Governors and to parents and carers, in accordance with school policy.
3. To manage additional adults within the classroom.
4. To provide leadership to colleagues within the school, as agreed with the Headteacher.

## PRINCIPAL ACCOUNTABILITIES

1. To plan work for the class in accordance with National, LA and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced and inspiring curriculum.
2. To provide personalised learning opportunities to ensure children make accelerated levels of progress and attain their potential.
3. To make appropriate educational provision for children with Social, Emotional and Mental Health needs.
4. To provide engaging, practical and enriching activities whilst recognising the different learning styles of all children.
5. To provide children with opportunities to manage their own learning – to foster independence and autonomy.
6. To create a safe, secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, display and positive behaviour management.
7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect and high aspirations.
8. To maintain a high standard of displays both in the classroom and in other designated areas of the school - celebrating success, achievement and the process of learning.
9. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
10. To work closely with colleagues to create a culturally relevant, meaningful and purposeful creative curriculum.

# Job Description

11. To assess children's progress, maintain records and provide written reports to the SLT, Governors, parents and carers and outside agencies in accordance with school policies.
12. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress, attainment and any concerns that arise.
13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and positive behaviour management are promoted in everyday classroom organisation and practice.
14. To liaise with support staff both school based, from the LA & from other external bodies as required.
15. To take responsibility for the management and leadership of other adults in the classroom.
16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
18. To take responsibility for a curriculum subject area as agreed with the headteacher as detailed below:
  - Promote the teaching of the agreed subject throughout the school, according to the requirements of the new National Curriculum, planning documentation and any other new initiatives from the DfE.
  - In conjunction with the Headteacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area.
  - Regularly review and revise the subject policy.
  - Ensure there is high quality teaching and learning in the subject area across the school. Ensure activities provided meet the needs of the children and they make progress.
  - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headteacher.
  - Offer support and guidance to colleagues.

## KEY ORGANISATIONAL OBJECTIVES

The Postholder will contribute to the school's objectives in service delivery by:

1. Enactment of Health and Safety requirements and initiatives as directed
2. Ensuring compliance with Data Protection legislation
3. At all times operating within the school's Equalities framework
4. Commitment and contribution to improving standards for pupils as appropriate
5. Acknowledging Customer Care and Quality initiatives
6. Contributing to the maintenance of a caring and stimulating environment for pupils



# Job Description

## CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

## SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the School to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

## Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with Southwark Council's Equal Opportunities Policies.

Date of issue: .....

Signature of Post holder .....

Signature of Headteacher .....

# Job Description

## PERSON SPECIFICATION FOR CLASSTEACHER

### QUALIFICATIONS AND TRAINING

- Qualified Teacher Status (QTS).

### EXPERIENCE

1. A proven track record of recent and successful class teaching in mixed ability classes of primary age children.
2. Successful experience of teaching the National Curriculum.

### KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB

1. Good understanding of current effective theories and practice of teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.
2. Thorough knowledge of the National Curriculum and breadth of the primary subjects.
3. Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policies and procedures.
4. An understanding of equality of opportunity issues and how they can be addressed in schools.

### SKILLS AND ABILITIES

1. To demonstrate the skills of a very good teacher, including the ability to:
  - a. Interest, encourage and engage pupils;
  - b. Provide appropriate levels of challenge, so that pupils make good progress;
  - c. Use methods and resources that enable all pupils to learn effectively;
  - d. Use assessment information effectively to plan next steps in children's learning;
  - e. Make effective use of time;
  - f. Secure high standards of positive behaviour;
  - g. Make effective use of Teaching Assistants/Learning Mentors and other support staff;
  - h. Enable pupils to acquire new knowledge and skills;
  - i. Enable pupils to develop the skills to work independently and collaboratively;
  - j. Enable pupils to develop self esteem and respect for others;
  - k. Create a well organised, stimulating learning environment.
2. Have the ability to make significant contributions to a school ethos that promotes high achievement.
3. Demonstrate a commitment to raising achievement.
4. Have the skills to work as part of a team in planning and implementing the curriculum.
5. Commit to work within the framework of national and whole school policies to ensure consistency of practice.
6. Relate to and communicate effectively with parents and carers and encourage their active participation in the educational process.
7. Consistently show a commitment to the principle of continuous improvement and furthering own professional development.