



CLASS TEACHER JOB DESCRIPTION

Responsible to: The Executive Headteacher, Head of School and other Senior Leaders
Salary: Inner London Pay Scale

General Duties

- The education and welfare of a group of students in accordance with the requirements of the “Conditions of Employment of School Teachers” having due regard to the requirements of the National Curriculum.
- To uphold the school’s aims, objectives and schemes of work and any agreed and established school policies.
- To share in the corporate responsibility for the well-being and discipline of all students.
- To be an effective and reflective classroom teacher able to demonstrate and share good practice within the SW9 Partnership
- To plan and prepare lessons with regard to individual need, with reference to school/SW9 Partnership policies, national requirements and local policies.

Policy and legal framework

The teacher will work within the framework of:

- School Teachers' Pay and Conditions Document
- The national legislation of the National Curriculum
- School/SW9 Partnership policies, schemes on the curriculum and school organisation.
- LA policies, in particular those relating to curricular aims and principles and to the equality of opportunity.

School teachers' professional duties

- Teaching
- To plan and prepare courses and lessons using knowledge of School/SW9 Partnership policies, schemes of work and national curriculum requirements for the relevant curricular areas.
- To teach according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupil in school and elsewhere: i.e. plan differentiated work to meet the needs of individuals and groups providing progression and continuity.
- Work as a member of the SW9 Partnership team, planning co-operatively, sharing information, ideas and expertise.
- Consult and plan with learning support staff outside agencies as appropriate.
- Liaise with the SENCO to ensure that the New Code of Practice is implemented fully.
- Organise and change the working environment appropriately for the range of activities taking place.
- Maintain a stimulating, informative environment displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.

- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work with all members of staff across the SW9 Partnership and parents to ensure that schools behaviour and discipline policy is implemented and to work at all times towards the happy, self discipline child.
- Use a variety of suitable teaching and learning styles.
- Communicate personal enthusiasm and stimulate and maintain interest in learning.
- To prepare displays, prepare assemblies, organise and lead parents meetings as appropriate to promote understanding and development of own area.
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.

Assessment, recording, reporting

- Assess, record and report on the development, progress and attainment of pupils; using a variety of methods according to national curriculum requirements and school policies.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements
- Promote the general progress and well being of individual pupils of any class or group of pupils assigned to her/him.
- Encourage children to strive for excellence in their work and behaviour.
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.

Communication

- Establish good relationships with parents to promote, pupils learning and achievement in line with the school policy.
- Communicate and co-operate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.
- Attend and take a constructive part in staff meetings, Inset days and any other School/SW9 Partnership inset sessions
- Contribute towards school assemblies
- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- To establish a partnership with parents involving them in their child's learning through regular communication, workshops and homework etc.
- To be responsible for creating a stimulating environment in which students reach their full potential.
- To be responsible for writing Annual reports on the students assigned to you.

Professional Development

- Participate in arrangements for appraisal of her/his performance
- Participate in arrangements for her/his further training and professional development as a teacher

Subject leader responsibility

- To lead and manage a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum.

Accountability

- Teachers are responsible to the Executive Headteacher and, in her absence or on her behalf, the Head of School or Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect School/SW9 Partnership and local education policy and Government legislation.

Equal Opportunities

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Safeguarding Team any incident of this nature you witness, hear about or suspe

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

PERSONAL SPECIFICATION

CLASS TEACHER

A. Qualifications

Essential

Qualified Teacher Status
Primary Training

Experience

Experience of Primary/special needs teaching in an inner London school
Evidence of using and being able to develop planning and assessment procedures
Experience of working as part of a team
Experience of working with ethnic minority children

Knowledge, Skills and Competencies

Knowledge and experience of the characteristics of high quality teaching and the willingness to adopt new strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.

Ability to identify, take direction and respond to key issues affecting children's performance in progress.

Knowledge of delivering the curriculum subjects to students with complex needs.

Ability to set achievable targets and raise standards and enable staff to maintain good planning and assessment procedures.

Good understanding of issues associated with Inner City schools and commitment to promoting equality of opportunity in all aspects of school life.

Knowledge of the legal requirements of the National Curriculum and the foundation Stage.

Understanding of the welfare needs of children with complex learning disabilities and a knowledge of Health and Safety issues

Ability to communicate effectively both orally and in writing with pupils, parents/carers, staff and the wider community

Ability to organise own workload effectively.

Safeguarding

Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.

Personal Attributes

Aptitude to work as part of a team whilst being self-motivated and action orientated.

Commitment, enthusiasm and energy to undertake the duties of this post.

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