



## Post – Teacher

### Responsible to – Headteacher

### Pay Scale – M1-6 (depending on experience)

This job description should be read in conjunction with the National Conditions of Employment for Teachers.

## Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

## Duties and responsibilities

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Lead on a curriculum area insuring learning progresses from EYFS through to year 6 (not ECT 1)

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

### Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching



## Communication

- Communicate effectively with pupils, parents and carers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on provision

## Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Work with senior leaders to drive school improvement

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## Health and safety

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection and report all concerns to the Headteacher or other appropriate person.
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the provision.
- Look after children who are upset or have had accidents and record details of all accidents and pass them to parents/carers

## Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity



## Equalities

Hertfordshire County Council is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the County Council to ensure that every individual that we come into contact with is treated with dignity and respect.

Be aware of and support difference and ensure that children and adults have equality of access to opportunities to learn and develop.

## **Other areas of responsibility**

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## **Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified Teacher status	Evidence of continuous INSET and commitment to further professional development  Evidence of further qualifications e.g. NPQ
<b>Experience</b>	The Class Teacher should have experience of teaching in a phase within the primary school	In addition, the Class Teacher might have experience of: Teaching across the whole primary range working in partnership with parents.
<b>Knowledge and understanding</b>	The Class Teacher should have knowledge and understanding of: the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); statutory Teachers Standards and National Curriculum requirements at the appropriate key stage;	In addition, the Class Teacher might also have knowledge and understanding of: the preparation and administration of statutory National Curriculum tests; the links between schools, especially partner schools.



# Aycliffe Drive Primary School

Head Teacher: Mrs. K Atkinson  
Chair of Governors: Mrs. R. Russell

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	<p>the monitoring, assessment, recording and reporting of pupils' progress;</p> <p>the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</p> <p>the positive links necessary within school and with all its stakeholders;</p> <p>effective teaching and learning styles.</p>	
<b>Skills</b>	<p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> <li>promote the school's aims positively, and use effective strategies to monitor motivation and morale;</li> <li>develop good personal relationships within a team;</li> <li>establish and develop close relationships with parents, governors and the community;</li> <li>communicate effectively (both orally and in writing) to a variety of audiences;</li> <li>create a happy, challenging and effective learning environment.</li> </ul>	<p>In addition, the Class Teacher might also be able to:</p> <ul style="list-style-type: none"> <li>develop strategies for creating community links.</li> </ul> <p>To be confident to share good practice and/or lead on school initiatives through school CPD.</p>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Approachable</li> <li>Committed</li> <li>Enthusiastic</li> <li>Able to motivate self and others</li> <li>Calm under pressure</li> <li>Well-organised</li> </ul>	



## Notes:

This job description may be amended at any time in consultation with the postholder.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

Main Characteristics
335 Pupils
23.2% pupil premium
15.8% Special Educational Needs
30.7% English As An Additional Language
Qualified Forest School Teacher
Specialist PPA Teacher
The school is one and a half form entry.
Aycliffe Drive Primary School had an ungraded inspection by Ofsted in October 2024.

## Aycliffe Drive Primary School

*Challenges ourselves and learning together as part of a family*