



CLASS TEACHER

JOB DESCRIPTION 2021

CLASS TEACHER JOB DESCRIPTION

Job Title: Class Teacher

Grade and Range: Main pay scale, range M1-M6

Hours: Full time
(unless part time/flexible working is agreed)

Reports to: Senior Management

Working Pattern: All Year Round

Supervises: TAs in class

Purpose and Context: To take responsibility for the education and welfare of designated children in accordance with the current School Teacher's Pay and Conditions document, having due regard to the requirements of the National Curriculum and school policies.

Main Activities

1. To take responsibility for planning and implementing appropriate curriculum for all designated children, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carer, in accordance with school policy
3. To manage additional adults within the classroom.





> ACADEMIC EXCELLENCE

Principle Accountabilities:

1. To plan work for the designated pupils in accordance with the national, and school, curriculum policies and schemes of work. This will be in co-operation with subject and year group leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum
2. To ensure a close match between the learning experience offered and the individual needs of the designated children, so as to give each child an opportunity to achieve to the maximum of his/her capability
3. To make appropriate education provision for children with SEN, EAL and for those children identified as vulnerable, following the support and guidance of the leadership team and SENCo
4. To create a secure, happy and stimulating environment, maintaining the highest standards of organisation and discipline
5. To foster each child's self-image and esteem and establish relationships with are based on mutual respect
6. To maintain a high standard of tidiness and effective display, both in the classrooms and in other areas of the school.
7. 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
8. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work and curriculum
9. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies
10. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment
11. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in everyday classroom organisation and practice
12. To liaise with support staff both school-based, and from other external bodies as required
13. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training
14. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.



> CREATIVITY

Key organisational objectives

The post holder will contribute to the school's objectives by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitments and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

Conditions of service

Governed by the National Agreement on Teachers' Pay and Conditions.

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 Department 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 the school's Equality Policy.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.

Charles Dickens School is an Equal Opportunities Employer.



>SOCIAL INTELLIGENCE

Person Specification

Please address each of the criteria below when filling in the 'Relevant Knowledge, Experience and Skills' section on the application form. Separate A4 sheets may be added.

Job Title: Class Teacher

School Name: Charles Dickens Primary School

| | Essential (E) or Desirable (D) |
|-------------------------------------|--|
| Qualifications: | The importance of keeping up to date with all National Curriculum subjects and evidence of having done so E |
| Knowledge and Understanding: | The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) E |
| | Statutory National Curriculum requirements at the appropriate key stage E |
| | The monitoring, assessment, recording and reporting of pupils' progress E |
| | Different social, cultural and physical needs of children E |
| | The links necessary within the School and with its stakeholders E |
| | Effective teaching practices including knowledge and use of evidence-informed teaching and learning E |
| | Effective use of technology and general technical equipment to support learning E |
| | Appropriate first aid training or willingness to undertake upon appointment E |
| | A range of special educational needs D |

| | Essential (E) or Desirable (D) |
|---|--------------------------------|
| Experience: | |
| Teaching Experience or Practice in Key Stage One or Key Stage Two or EYFS | E |
| Ability to provide a curriculum ensuring evidence of innovation, progression, continuity and differentiation in previous teaching | E |
| Ability to comply fully with all the School's equality policies and show an understanding of the needs of multicultural community | E |
| Experience of working in an urban, multi-cultural primary school | D |
| Experience of involvement in the transition between one or more of the following: Home-EYFS, EYFS-KS1, KS1-KS2 | D |
| Successful implementation of quality assessment techniques to inform teaching and learning | D |
| Evidence of continuous INSET and commitment to further professional development | D |
| The preparation and administration of statutory National Curriculum tests | D |

| | Essential (E) or Desirable (D) |
|--|--------------------------------|
| Aptitudes, skills and competencies: | |
| Promote the School's aims positively, and use effective strategies to monitor motivation and morale | E |
| Excellent interpersonal and communication skills at all levels - both written and oral | E |
| Establish and develop close relationships with parents, governors and the community, as well as within a team | E |
| Ability to demonstrate a positive attitude and to develop and maintain supportive professional relationships with children, staff, parents and governors | E |
| Demonstrate clear evidence of computer literacy | E |
| Create a safe, happy, healthy, challenging and effective learning environment | E |
| Ability to self-evaluate learning needs and actively seek learning opportunities with a willingness to continue own professional development | E |
| Ability to secure high standards of pupil achievement and behaviour | E |
| Ability to deal with accidents or emergencies in a calm manner | E |
| Specialist curriculum skills | D |

| | | Essential (E) or Desirable (D) |
|----------------------------------|--|--------------------------------|
| Personal Characteristics: | An outstanding passion and drive for raising standards of teaching and learning | E |
| | Organised, resourceful, an excellent time keeper, approachable, committed, empathetic and enthusiastic | E |
| | Emotional resilience in working with challenging behaviours | E |
| | Appropriate attitudes to use of authority & maintaining discipline | E |
| | Particular interest in a club or society that might translate into school life | D |
| | A personal philosophy which supports the aims and objectives of the School | E |
| Special Conditions: | To undergo an enhanced DBS check – individuals on the ISA barred list should not apply | E |
| | Willingness to participate in INSET days and attend courses for own professional development | E |
| | Ability to form & monitor appropriate relationship & personal boundaries with children & young people | E |

Closing date: 21st May 2021 at 12pm

Selection days: Week beginning Monday 24th May 2021

To apply please contact: hr@charlesdickens.southwark.sch.uk

www.charlesdickens.southwark.sch.uk

**CHARLES
DICKENS
PRIMARY
SCHOOL**