



## Job Description

### CLASS TEACHER

---

**Responsible to:** The Head Teacher

**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.

#### Purpose of job

1. To be an effective and reflective classroom teacher able to demonstrate and share good practice.
2. To plan and prepare lessons with regard to individual need, with reference to school policies, national requirements and local policies.

#### Main Duties and Responsibilities

##### Teacher's duties

- To ensure the maintenance of good order and discipline among all students and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To be aware of the school's and the local Authority's Equal Opportunity Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.
- To provide professional leadership and direction within own curriculum area by acting as a good role model
- To ensure that own practice and that of other staff in own area of responsibility improves the quality of education and raises standards through monitoring of teaching and learning.
- To work as part of the Curriculum Management Team in whole school planning for own specialist area.
- To co-ordinate assessment and record keeping procedures in our class and reporting on student's attainment and progress.
- To ensure staff are able to develop professionally by providing INSET in school and seeking out good quality INSET out of school for both teaching and non-teaching staff.

- ❑ To prepare for and lead staff meetings where appropriate
- ❑ To work with Senior Management Team and Inclusion Manager ensuring that the needs of all children are met.
- ❑ 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.
- ❑ To manage own budget effectively and efficiently ensuring that financial regulations are adhered to.
- ❑ To manage and organise non-teaching staff.
- ❑ To establish a partnership with parents involving them in their child's learning through regular communication, after school clubs, 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.
- ❑ To be able to work effectively and co-operatively within a multi-disciplinary team.
- ❑ To run a regular club after school

This job description may be amended at any time after discussion with you but in any case it will be reviewed one year after appointment.

#### **Accountability**

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

#### **Equal Opportunities**

- ❑ 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 Headteacher any incident of this nature you witness, hear about or suspect.

### **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.

### **Class Teacher with Additional responsibilities**

Responsibility for the monitoring of \_\_\_\_\_

In terms of:

- Planning
- Assessment of children's progress and achievement
- Record keeping
- Equal keeping
- Equal opportunities
- Resources

### Ethos statement

Members of staff are expected to have regard for the Christian character of the school and it's Foundation, enabling children to benefit from a high quality of education in a distinctly Christian environment.

## **PERSONAL SPECIFICATION**

### **CLASS TEACHER**

#### **A. Qualifications**

##### **Essential**

1. Qualified Teacher Status
2. Primary Training

##### **Experience**

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

##### **Knowledge, Skills and Competencies**

7. 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.
8. Ability to identify, take direction and respond to key issues affecting children's performance in progress.
9. Knowledge of delivering the curriculum subjects to students with complex needs.
10. Ability to set achievable targets and raise standards and enable staff to maintain good planning and assessment procedures.
11. Good understanding of issues associated with Inner City schools and commitment to promoting equality of opportunity in all aspects of school life.
12. Knowledge of the legal requirements of the National Curriculum and the foundation Stage.
13. Understanding of the welfare needs of children with complex learning disabilities and a knowledge of Health and Safety issues
14. Ability to communicate effectively both orally and in writing with pupils, parents/carers, staff and the wider community
15. 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.