

JOB DESCRIPTION

School/College:	Higham on the Hill CE Primary School
Job Title:	Class Teacher
Grade:	MPS
Responsible To:	Headteacher, SLT
Key Relationships/ Liaison with:	<p>Headteacher, Deputy Headteacher, Teachers, Classroom support staff, SENDCo etc</p> <p>The post holder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school.</p>
Job Purpose:	<ul style="list-style-type: none"> • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of pupils as a teacher. • To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential • To contribute to raising standards of pupil attainment. • To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment.
Occupational Standards:	Qualified Teacher Status
Duties and Responsibilities specific to the post	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area. • To contribute to the achievement of the school's development plan and its implementation. • To plan and prepare lessons. • To contribute to the whole school's planning activities.
Generic Duties and Responsibilities	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the position is subject to compliance with:</p> <ul style="list-style-type: none"> • School policies and guidelines on the curriculum and school organisation. • County Policies • National Professional standards for Teachers • National standards for subject leaders • The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment. • Common core of skills and knowledge for the children's workforce. • All teachers have a responsibility for providing and safeguarding the welfare of children and young persons they are responsible for or come into contact with. <p>The duties and responsibilities detailed within this job description should be supplemented by those</p>

	<p>accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</p>
Other Activities	<ul style="list-style-type: none"> • To promote the general progress and well-being of individual children. • To provide guidance and advice to children on educational and social matters, making relevant records and reports. • To work in partnership with parents, so that they are actively involved in and informed of their children's education and progress and how they can support their learning further. • To take part in parents' evenings and to be available at other times to see parents. • With the Headteacher, to communicate and co-operate with other agencies e.g. Educational Psychologist and to participate in meetings when required. <p>Assessments and Reports</p> <ul style="list-style-type: none"> • To provide or contribute to oral and written assessments, reports and references relating to individual children or groups of children. <p>Performance Management</p> <ul style="list-style-type: none"> • To participate in arrangements made in accordance with Performance Management, as agreed in our school policy. <p>Review: further training and development</p> <ul style="list-style-type: none"> • To be a reflective professional who is always willing to try new innovations, methods and practices to improve pupil's learning. • To collaborate and share knowledge with other members of staff. <p>Educational methods</p> <ul style="list-style-type: none"> • To contribute to improving all aspects of school life. <p>Discipline, Health and Safety</p> <ul style="list-style-type: none"> • To maintain good order and discipline among the children and safeguard their health and safety both on the school premises and during school activities elsewhere. <p>Staff meetings</p> <p>To be fully involved in staff discussions, school based in-service work and other professional development and to work closely with colleagues in a complementary and supportive role.</p> <p>Public examinations</p> <ul style="list-style-type: none"> • To prepare children for public examinations. • To assess the children's needs, recording and reporting such assessments and carry out any necessary administration tasks, setting, marking work, supervising of children etc. <p>Administration</p> <ul style="list-style-type: none"> • To attend assemblies, register children's attendance and

	to supervise children before and after school sessions. A full-time teacher shall be available for 195 days a year, 190 teaching days and 5 in-service teacher days. Part-time teachers will be required to work pro-rata. A teacher shall be available to perform such duties as specified by the Headteacher for 1265 hours in any year, those hours to be allocated reasonably throughout the year.
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SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check (without a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

RISE is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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	Essential	Desirable	How assessed
<u>Qualifications</u>			
Qualified Teacher Status	✓		App/Doc
Four Years of Training		✓	
<u>Experience</u>			
Recent Successful experience of KS1 or KS2 Practice	✓		App/ Ref
Successful experience across KS1 or KS2	✓		
<u>Application</u>			
Well-constructed and presented application relevant to the vacancy. Typed or Written	✓		App
<u>Curriculum</u>			
Awareness of a variety of teaching and learning styles	✓		Int/Obs/Ref
Evidence of participating in recent schools INSET		✓	App
Evidence of successful planning and management of the curriculum, particularly Literacy and Numeracy.	✓		Obs/Ref/App
Knowledge of the new National Curriculum		✓	Int/Obs
Ability/interest in ICT		✓	App/Int
Able to demonstrate an awareness of a variety of children's needs.	✓		Int/Obs
Knowledge of SEN/IEPs		✓	App
Understand and use assessment procedures – teacher assessment, recording.	✓		App/Ref
Ability to use data to evaluate progress		✓	App/Ref
Keen to support the school and pupils therein to raise standards	✓		App/Int

	Essential	Desirable	How assessed
Participation in extracurricular activities		✓	App/Int
Able to promote high expectations	✓		Obs
<u>Personal Qualities</u>			
Ability to work in a team. Enthusiastic, able to cope calmly in an emergency and patient.	✓		Ref/Int
Experience of successfully working in a team.		✓	Ref/Int
Able to build positive relationships with children and colleagues.	✓		Ref/Int
Outside interests		✓	App
Sense of humour, highly motivated, evidence of good attendance, professional, smart appearance and good health.	✓		Int
<u>Philosophy</u>			
Child centred and which supports whole heartedly the ethos of our school.	✓		Int/App
Well organised clear thinking and planning		✓	Obs/Ref
<u>Parents and the community</u>			
Willing and enthusiastic to work in partnership with parents	✓		Int
<u>General Circumstances</u>			
Evidence of regular attendance at work	✓		Ref
An understanding of , and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day to day situations.	✓		Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)