

Westgate Street
 London E8 3RL
 Tel: 020 7254 4330
 Email: information@londonfields.hackney.sch.uk
 Web: www.londonfields.hackney.sch.uk
 Headteacher: Sharon Taylor
 Deputy Headteacher: Katherine Gillard
 Inclusion Lead: James Baxter
 Safeguarding Lead: Alex Hurst



Job Description for Class Teacher

London Fields Primary School: Start date – September 26

Class Teacher: To be responsible for a KS1 or KS2 class

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Newly Qualified Teacher Status, other current educational legislation and the school’s articles of government.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Areas of responsibility and key tasks:

1. To have high expectations of every child
2. To plan and implement learning activities in accordance with school requirement
3. To plan teaching to achieve progression of learning through: <ul style="list-style-type: none"> - Identifying clear teaching objectives and specifying how they will be differentiated, taught and assessed - Setting tasks which challenge pupils and ensure high levels of interest - Setting clear targets, building on prior attainment - Identifying SEND or very able pupils and adapting the provision accordingly - Provide clear structures for lessons maintaining pace, motivation and challenge - Ensure effective teaching and best use of available time - Monitor and intervene to ensure sound learning and discipline
4. To maintain records and carry out assessment activities in line with the school assessment calendar and to liaise closely with the SLT to review and monitor children’s progress
5. To contribute to discipline throughout the school, encouraging all pupils to maintain a high standard of behaviour.



6. To be responsible for monitoring and reporting to parents/carers on the progress of pupils in accordance with school requirements.

7. To mark attendance registers and take an active role in promoting good attendance in accordance with school requirements.

8. To follow school procedures as stated in the staff handbook and as instructed at other times.

9. To attend staff meetings and relevant training courses to extend knowledge and understanding and to keep up to date with new initiatives.

10. To be responsible for the pastoral needs of pupils and promote their wellbeing through offering guidance and advice and through monitoring their social and emotional development.

11. To ensure equal opportunities and the principles of inclusion inform the teaching and learning process.

12. To undertake a range of administrative duties e.g. playground duty that promotes the efficient running of the school

13. To undertake any duties as deemed reasonable by the head teach

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Professional Experience	Substantial, recent and successful teaching experience/practice (NQT) Excellent classroom practitioner.	Successful experience in more than one school. ICT accomplished.
Professional Qualifications	Qualified Teacher BEd, PGCE, Cert Ed, GTP.	Evidence of further study.
Professional Knowledge and Skills	<p>Knowledge and understanding of the National Curriculum. Understanding of teaching and learning requirements across the primary stage.</p> <p>Understanding of what constitutes excellence in education.</p> <p>Knowledge and understanding of the principles of assessment and target setting and ability to report upon the development, progress and attainment of pupils.</p> <p>Ability to provide a stimulating learning environment for primary education showing appropriate use of resources and equipment and basic classroom organisation.</p> <p>Ability to work as part of a team committed to school improvement.</p> <p>Set high standards and provide a role model for pupils and staff. Consistent use of positive behaviour management.</p> <p>Desire and ability to support and facilitate links between home, school and other agencies.</p> <p>Understand the importance of effective liaison with colleagues and ability to motivate, lead and support them.</p> <p>Ability to communicate effectively with all members of the school community.</p> <p>Understanding and commitment to policies; in particular Health and Safety</p>	<p>Ability to demonstrate theoretical knowledge in excellent and innovative practice.</p> <p>Experience of school self evaluation.</p> <p>Experience of an OFSTED inspection</p> <p>Experience of working with other education agencies.</p> <p>Experience of working with a Governing body.</p> <p>Understand the importance of effective liaison with Pre school, Primary and Secondary settings.</p> <p>Experience of cross-curricular activities and planning.</p>

	<p>and Inclusion Policies.</p> <p>Good understanding of special needs, EAL and G&T.</p>	
Additional Factors	<p>Good communications with governors, staff, parents and children.</p> <p>Ability to make decisions.</p> <p>Able to prioritise, evaluate, plan and organise.</p> <p>Ability to delegate, motivate, mediate, consult and encourage.</p> <p>Excellent verbal, written and presentation skills.</p> <p>Approachable, caring and relates well to children.</p> <p>Deals sensitively with people and resolves conflicts.</p> <p>Ability to work under pressure and to deadlines.</p> <p>Prepared to ask for advice and support where appropriate.</p> <p>Listens to children and respects their opinions.</p> <p>Prepared to talk part in extra school functions and celebration days.</p> <p>Prepared to take on responsibility for parts of the curriculum.</p> <p>Good health, attendance and punctuality. No pending or past disciplinary offences. No past criminal offences.</p>	<p>Demonstrates commitment to on-going personal development.</p> <p>Undertakes safeguarding training and any other training that the school requests.</p> <p>A second language.</p> <p>Ability to play a musical instrument.</p>