

# **LORDSHIP LANE PRIMARY SCHOOL**

## **JOB DESCRIPTION**

### **CLASS TEACHER**

**Name**

**Post**

Class Teacher

**Scale**

MPS

**Responsible to**

Headteacher

**Functional Relations**

All members of school staff  
Governing Body  
Local Education Authority Advisers and Officers

**External Relations**

Parents  
External Agencies (e.g. Speech and Language, Education Psychologist, Education Welfare Services)

**Main Objectives**

Teaching according to their educational needs the pupils assigned to you, including the setting and marking of work

To support the preparation and development of courses, teaching methods and resources, methods of assessment

### **Main Duties and Responsibilities**

#### **Behaviour**

Teachers should aim to manage and control their children in their teaching space,  
in the playground,  
in assembly and  
during movement around the school

#### **Working with Children**

Teachers should

- Always safeguard their children's health and safety, both on and off the school site
- Show concern for individual children and respond to their needs
- Gain respect of the children
- Display consistency and fairness
- Help the children deal constructively with problems
- Encourage self-discipline in learning and behaviour
- Be sensitive to equal opportunity issues
- Identify any special needs and meet them effectively
- Provide guidance and advice to pupils on educational and social matters
- Identify children who speak English as an additional language and with EMTAG staff to provide appropriate differentiation
- Identify children with SEN – work with the Inclusion Manager to meet those needs

## **Classroom Management**

Teachers are expected to

- Manage time, space and resources effectively
- Deal smoothly with changes in activity
- Be sensitive in difficult situations and avoid unnecessary confrontations
- Involve children actively and purposefully, encouraging collaboration, discussion and sharing of experiences
- Manage in the face of interruption and disruption

## **Classroom Organisation**

We would expect to see

- The classroom set out with areas of the room available for different purposes, e.g. practical mathematics, written work, design and technology and computer work
- A comfortable class library which is kept quiet and welcoming
- Resources clearly marked
- A large carpeted area for activities where appropriate
- Good displays including the children's work reflecting the work going on in the classroom
- Provision for whole class, group work and individual work

Teachers should

- Have the classroom ready for the children each morning
- Have all the resources needed in readiness
- Make sure the equipment is clean, wholesome and in working order
- Ensure appropriate preparation for planned learning tasks with the year team
- Ensure that they are responsible for their own equipment and for keeping it secure, especially audio visual
- Return borrowed equipment in good order and in good time
- Report on breakages to appropriate person

## **Curriculum Planning**

The teacher should

- Teach the National Curriculum including the Literacy and Numeracy Strategies
- Have knowledge of the National Curriculum and cross-curricular approaches to learning
- Have clear aims and lesson objectives, which are shared with the children
- Produce forecasts every half term by the end of the first week
- Liaise with other members of the year group when planning
- Be aware of the age and competence of the children
- Be aware of the ways children learn
- Plan activities that show progression and development
- Be aware of the policies of Haringey and the school, including those relating to equal opportunities
- Expect to take part in policy making and reviews
- Take note of the agreed guidelines of the school

## **Record Keeping and Assessment**

Teachers must

- Ensure a register of attendance is completed twice a day
- Ensure that work is marked promptly with appropriate comments
- Ensure that the records requested by Haringey and the school be completed when required
- Keep assessment folder up to date
- Use assessment as a tool for future provision
- Administer national and local assessment procedure as appropriate
- Prepare a written report to parents once a year

## **Parents**

Teachers are expected to talk to parents formally about their children's progress at least twice a year. Teachers may see parents informally at other times. Teachers should welcome parents into school and encourage them to become involved

## **Staff Relations**

Teachers should

- Be able to supervise the work of support staff assigned to the class
- Be sensitive and respectful to all members of staff
- Be aware of job descriptions of other members of staff
- Support colleagues, especially in emergencies

## **Working with Outside (External) Agencies**

Teachers are expected to communicate and co-operate with external bodies as appropriate

## **Professional Development**

Teachers

- Will have entitlement to Performance Management
- Will have the opportunity to attend courses
- Going on courses are expected to feedback any new information
- May have expertise which they are expected to share in a workshop situation
- Who have expertise should help with planning INSET
- Are expected to take part in organising resources

## **Staff Meetings**

Two meetings are held each week, a business meeting and a curriculum meeting. Both are held after school on the same day.

**Signed** ..... **Name** .....

**Date:** .....