



POSITION:	Class Teacher
REPORTS TO:	Leadership Team
RESPONSIBLE FOR:	
GRADE:	Teachers Pay & Conditions

#### KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

#### MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, 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 carers, in accordance with school policy.

#### PRINCIPAL ACCOUNTABILITIES

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and Year Group leaders to ensure that the children experience a broad, balanced, creative and stimulating curriculum.
2. To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, to give each child an opportunity to achieve to their full potential.
3. To make appropriate educational provision for children with SEN and those who are learning English as an additional language EAL, plus more able achievers with support from the Inclusion Manager.
4. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.

5. To provide children with opportunities to manage their own learning and become independent learners, including assessing their own and peer to peer learning.
6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
8. To maintain a high standard of interactive display both in the classroom and in other areas of the school in order to enhance learning and thought processes.
9. 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.
10. To work closely with colleagues to undertake medium and short term planning to assess and moderate children's work in line with school policy and practice.
11. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies. To, have a sound understanding of Assessment for Learning and how it impacts on pupil progress.
12. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
14. To liaise with support staff both school based, from the LA & from other external bodies as required.
15. To take responsibility for the management of other adults in the classroom.
16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school as directed by the Senior Leadership Team and Governing Body.
18. To take responsibility for a curriculum subject area as directed by the Headteacher as detailed below:
  - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum schemes of work and any other new national initiatives.
  - In conjunction with the Headteacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area

- Review the policy and adapt it as appropriate
- Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher
- Offer support and advice to colleagues.

### **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery 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
- Commitment 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, supplemented by local conditions as agreed by the governors.

### **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 Council's Equal Opportunities Policies.

Signature of Headteacher: \_\_\_\_\_

Date of issue:                      March 2019

## Person Specification

### Job Title:

Class Teacher

### Essential knowledge:

- Qualified Teacher who has experience of teaching in Foundation Stage and Key Stage 1.
- Evidence of Professional Development.
- Current Child Protection Training.
- An understanding of using AFL in classroom.
- Desirable – Additional qualification and/or training.

### Relevant Experience:

- High standards and expectations of self and all children.
- A broad and varied range of classroom and behaviour management techniques
- Well organised and managed classroom where children are encouraged to be independent
- A creative and exciting learning environment where children's work is celebrated through quality interactive displays
- Work is planned to a high standard and formative assessment is used to inform planning.
- A commitment to a Teamwork approach.
- An understanding of educational pedagogy
- An innovative practitioner.
- Effective use of ICT to support learning.
- Use of other equipment technology
- Ability to self-evaluate learning needs and actively seek opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

### Essential experience:

- Proven ability as a successful classroom practitioner

### Personal Qualities

- Excellent interpersonal skills and public relations.
- Ability to influence others by presentation of ideas and to accept from others good ideas.
- Ability to be well organised, self-motivated and reliable, effective member of the team
- An enthusiasm for involvement with pupils, staff, governors and the community
- Ability to motivate colleagues by example