

# Job Description

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**Role:** Class Teacher

**Grade:** MPS/UPS (Inner London)

**Reporting to:** Senior Leadership Team

**Responsible for:** Class of Pupils

## Purpose of Post

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- To be an effective and reflective classroom teacher able to demonstrate and share good practice
- To plan and prepare lessons with regard to individual need, with reference to school policies, national requirements and local policies.
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

*The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document.*

## Main Duties

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The education and welfare of a group of children 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 children.

### Teacher's duties

- To ensure the maintenance of good order and discipline among all pupils 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 and the Local Authority's Equality 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 co-ordinate assessment and record keeping procedures in our class and reporting on student's attainment and progress.
- To prepare for and lead staff meetings where appropriate.
- To work with Senior Leadership Team and SENDCo 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 and organise non-teaching staff.

## Other Duties

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### **Developing Self and Working with Others**

*Show commitment to a research led pedagogy which promotes and directs high standards of learning, teaching and pupil achievement and progression through:*

- promoting high standards of professional performance, modelling excellent teaching, and supporting colleagues' professional development;
- identifying and securing own and team members training needs in line with school's appraisal processes; active engagement in and contribution to the Continuing Professional Development of all staff.
- attending training sessions and meetings as required;
- keeping up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

### **Strengthening Community**

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

*Contribute to:*

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

### **Safeguarding and Promoting the Welfare of Children**

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

*The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.*

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data

held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

### Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

### Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

# Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form (unless stated otherwise below).

Qualifications & Experience	<ol style="list-style-type: none"> <li><b>1. Qualified Teacher Status.</b></li> <li><b>2. Evidence of relevant and recent continuing professional development (CPD).</b></li> <li><b>3. Competent in the use of ICT.</b></li> <li>5. Desire to enhance and develop skills and knowledge through CPD.</li> </ol>
Knowledge & Skills	<ol style="list-style-type: none"> <li><b>1. Proven successful teaching through the achievement of excellent pupil progress.</b></li> <li><b>2. Able to contribute to the professional development of staff to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school.</b></li> <li><b>3. Able to analyse data to monitor progress towards challenging targets.</b></li> <li><b>4. Knowledge of current educational issues beyond current school.</b></li> <li><b>5. Able to teach across all key stages, building on the success of the primary phase by working closely with primary teachers both inside and outside the classroom.</b></li> <li><b>6. Able and willing to teach and support in other areas of the curriculum.</b></li> <li><b>7. Experience of the use of high-quality teaching to ensure the effective inclusion of all pupils in a mixed ability setting.</b></li> <li>8. Experience of using coaching and/or mentoring to improve the performance of others.</li> <li>9. Experience of successful leadership skills or evidence of developing leadership skills at a school within a multicultural community.</li> <li>10. Knowledge of relevant developments and innovations in the use of ICT as a tool to support teaching and learning.</li> </ol>
Personal Qualities	<ol style="list-style-type: none"> <li><b>1. Able to show initiative and prioritise one's own work and that of others even when under pressure.</b></li> <li><b>2. Punctual and conscientious</b> (assessed through references).</li> <li><b>3. Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools.</b> (assessed through references).</li> <li><b>4. A commitment to the school's visions, values and ethos.</b></li> <li><b>5. Able to develop good personal relationships within a team; contributing to high staff morale through the enthusiasm, drive and determination to inspire others and achieve the highest standards.</b></li> <li><b>6. A personable nature to build effective relationships with parents and all members of the school community.</b></li> <li><b>7. Able to communicate effectively (written and verbal) to a variety of audiences.</b></li> <li><b>8. A positive, solution-focussed mindset and determined "no-excuses" approach to raising standards</b></li> <li><b>9. A lively, creative and good-humoured approach to all aspects of teaching and learning, management and leadership.</b></li> <li><b>10. A commitment to the highest standards of child protection and safeguarding.</b></li> <li><b>11. Recognition of the importance of personal responsibility for health and safety Standards.</b></li> </ol>

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_