

ST JAMES' AND ST JOHN'S CE PRIMARY SCHOOL WESTMINSTER

Thriving together in love, life and learning.

PERSEVERANCE – REVERENCE – FORGIVENESS – TRUST – FELLOWSHIP - JOY

JOB DESCRIPTION

Post: Class teacher (Main Scale)

Reporting to: Headteacher and Deputy Headteacher

Salary range: Teacher's main scale – Inner London (*in line with school's pay policy*)

This description is in addition to the role of teachers, outlined in the current "School Teachers Pay and Conditions of Employment" document.

This description aims to give clear guidance regarding the teacher's role and to their contribution to the school's general function. The description is detailed but not exhaustive.

Each teacher in our team has a fundamental part to play in the school improvement process. This is equally true of all teachers regardless of their level of experience. Teachers who are not NQTs will be expected to take on an area of whole school responsibility as part of their class teacher role.

General

- Show a commitment to the school's Christian ethos and values
- Demonstrate punctuality and reliable attendance
- Demonstrate a professional approach to all aspects of the teacher's role
- Maintain a professional approach to all school personnel and members of the school community
- Demonstrate a commitment to every learner's success, making them feel included, valued and secure
- Value and respect each pupil's personality, home background, culture and religious faith.
- Work co-operatively with colleagues in fulfilling the aims of the school and maintain high standards of professional behaviour
- Maintain communication with parents and develop a strong partnership
- Ensure good use of time for pupils and self
- Use IT effectively to support learning
- Work with the school leadership team to improve practice within the classroom and across the school
- Demonstrate commitment to the school's improvement and their own professional development

Health and Safety

- Provide a safe and stimulating environment in line with the school's Health and Safety Policies
- Have a working knowledge and familiarity with the school's behaviour policy and maintain sound procedures to ensure excellent conduct and behaviour for learning from children
- Be conversant with and follow the school's relevant safeguarding and child protection policies
- Be aware of statutory guidance for schools in the area of safeguarding children
- Take special note of children's safety on the stairs and in other areas of the school
- Follow school procedures for evacuation (or other emergency procedures e.g. lockdown) calmly
- Keep the Head teacher informed of any significant issues and the outcomes of any meetings with parents.

Learning and teaching

- Undertake all teaching required by the school's curriculum map and related schemes of work
- Have high expectations for pupil's work capacity and the quality of outcomes
- Follow the school's marking, assessment and planning policies and procedures

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- Undertake marking and assessment procedures to inform curriculum planning
- Maintain a detailed knowledge of each child based on assessment which is then reflected in the lessons taught and work set
- Plan lessons and activities which engage and challenge all pupils within the class
- Have clear learning intentions for learning activities based on the national curriculum expectations for the relevant age group
- Ensure that there is appropriate and successful differentiation in lessons for SEN, more able and EAL learners at different stages of fluency in English
- Use a variety of strategies and activities in lessons to ensure that all children make at least good progress over time
- Liaise with additional adults to ensure that any support both inside and outside the classroom impacts on the learning and progress of children
- Plan for enrichment activities linked to the areas of learning in the school's curriculum
- Work with parents to set targets for pupil learning and to keep them informed about the progress of their child
- Guide pupils to set achievable but challenging targets and review these targets regularly
- Give positive feedback and specify next steps in learning

Classroom Ethos

- Maintain classroom in a tidy, ordered, clutter free condition
- Maintain classroom materials and resources in good condition and easily accessible for pupils
- Ensure displays are up to date and are language rich
- Encourage children's interest and co-operation through a positive and supportive learning atmosphere
- Use positive reinforcement for individuals and groups to promote personal development
- Encourage independence in learning through the delegation of roles of responsibility

Roles outside the immediate classroom

- Work as a team member on projects as required
- Undertake leadership of a curriculum area (except in NQT year)

Undertake any role as reasonably requested by the Head teacher, or the Deputy, in his / her absence.