

POST: Classroom Teacher

RESPONSIBLE TO: Headteacher

SCHOOL: Richard Lee Primary School

SCALE: TMS/UPS

Teaching and Learning

To contribute to high quality teaching and learning by:

- Ensuring that all children within your class receive their entitlement to the National Curriculum;
- Being fully conversant with and using the National Curriculum along with all school-based schemes of work, policies and documentation;
- Planning generally over a year and specifically over a half term, including planning the deployment of a Teaching Assistant;
- Using a range of teaching and learning strategies to engage and challenge children;
- Appropriately matching teaching and learning to meet the needs of all children;
- Making effective use of ICT and other resources to support teaching and learning;
- Setting homework for children in your given class according to the school policy;
- Promoting the school's ethos and aims and encouraging a positive attitude to learning;
- Caring for the pastoral needs of pupils within the allocated class and throughout the school;
- Promoting equality of opportunity within the school and to ensure the implementation of the school's Equal Opportunities Policy.

Classroom Management

To establish a safe and secure environment which supports learning by:

- Setting high expectations for children's behaviour and following the school's behaviour policy;
- Building positive and productive relationships with children and staff;
- Ensuring that the classroom environment is bright, stimulating and orderly;
- Organising resources to encourage children to become independent learners.

Assessment

To monitor and track the attainment and progress of all children by:

- Ensuring work is marked regularly and according to the school's marking policy;
- Using a range of 'Assessment for Learning' strategies to inform teaching and learning;
- Conducting assessments in the core subjects and using the outcomes of these to plan future provision for individuals and groups of children;
- Contributing to the school's system of assessment without levels;
- Using assessment information to inform intervention programmes;
- Providing informative feedback to parents/carers;
- Producing an annual report for parents/carers to inform them about their child's attainment and progress.

Professional Development

To develop professional practice by:

- Regularly reviewing and evaluating personal practice;
- Attending and contributing to staff meetings and discussions in order to ensure coherent planning and curriculum delivery;
- Actively participating in the school's Professional Growth and school improvement planning processes;
- Leading and managing at least one subject area across the whole school;
- Maintaining a professional and positive approach to whole school and personal development.

Safeguarding

- To be accountable for promoting and safeguarding the welfare of the children you are responsible for and who you come into contact with.

Richard Lee Primary School is committed to safeguarding, promoting the welfare of children and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance. The successful candidate will be required to undergo an enhanced DBS check.

Job Description: February 2025

PERSONAL SPECIFICATION

Qualifications and Experience

Essential
<ul style="list-style-type: none"> • Qualified Teacher Status. • Recent successful teaching experience in a primary school • Shows evidence of involvement or interest in a range of in-service activities related to the National Curriculum and primary teaching. • Experience of working with children with a wide range of abilities and aptitudes.

Knowledge

Essential
<p>Understanding and demonstration of:</p> <ul style="list-style-type: none"> • Up to date knowledge of all curriculum areas. • Assessment, planning and evaluation. • Effective teaching and learning strategies. • Curricular issues, e.g., cross-curricular themes and dimensions, assessment of the curriculum, recording and reporting. • Inclusion policies. • Good classroom management. • The need to provide for the specific needs of all children. • ICT initiatives.

Abilities

Essential
<p>The ability to:</p> <ul style="list-style-type: none"> • Work across the primary age range. • Work effectively under own initiative and as part of a team. • Deal fairly and sensitively with children. • Communicate effectively orally and in written form. • Support children in recognising and celebrating their achievements. • Form positive relationships with parents, carers and children. • Benefit from opportunities for professional development. • Participate fully in the life of the school. • Work collaboratively and flexibly with colleagues on all aspects of planning.

Essential

- Plan work appropriately for children, taking on board the need for differentiation, progression and relevance.
- Motivate and inspire parents, carers, staff and children.
- Positively promote the school aims and to use strategies to maintain motivation and morale.
- Show enthusiasm for new initiatives.
- Handle difficult situations sensitively.
- Promote the caring attitudes and values of our school and have a commitment to supporting the implementation of our Behaviour Policy, ensuring high standards of behaviour from the children and promoting good order in school.

Qualities and Attributes

Essential

- Warmth and sensitivity in relationships with adults and children.
- Flexibility and adaptability.

Safeguarding

Essential

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to the use of authority and maintaining discipline.

General

Essential

- A clear, well-presented application that reflects an understanding of the requirements of the post.
- Excellent and unequivocal references regarding performance as a class teacher.
- A good health and attendance record in accordance with the Trust's promoting health at work procedure.
- Someone who is articulate and persuasive at interview, showing confidence and enthusiasm.

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Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.



This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.