Grading
Job Description and Employee Specification

Job Title: Classroom Teacher	**Directorate**: Learning Skills and Culture
Post Number:	**Division:** Schools
Grade: Teachers Pay & Conditions M1 – M3	**Business Unit/Section:** Holme Valley Primary School

Overall Purpose of 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 LEA and school policies.

Main Responsibilities:

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.

3. To manage additional adults within the classroom.

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PRINCIPAL ACCOUNTABILITIES

- To plan work for the class in accordance with national, LEA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENCo
- Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
- To provide children with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- 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.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- 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.
- To liase with support staff both school based, from the LEA & from other external bodies as required.
- To take responsibility for the management of other adults in the classroom.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

- To take responsibility for a curriculum subject area as agreed with the headteacher as detailed below :

  1. Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum/QCA schemes of work and any other new initiatives from the Department for Education and Skills.
  2. In conjunction with the head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area
  3. Review the policy and adapt it as appropriate
  4. Develop a scheme of work for the subject suitable to the needs of a primary school catering for 3 – 11 year olds
  5. 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
  6. Offer support and advice to colleagues.

OTHER DUTIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To support the school in meetings its legal requirements for worship
- To actively promote the school's policies
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by the Headteacher not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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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.

Responsibility for Resources: (to include approximate value, sole or shared responsibilty and for what percentage of their working hours)

None

WORK ENVIRONMENT

Work Demands:

There are no specific deadlines other than implementing activities in lessons and in school hours as directed. Time to complete activities will vary.

Disruptions may be caused by unplanned absences of staff and children and unexpected visits by parents and professionals.

Physical Demands:

Sits for lessons with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, turning, standing, walking and running, e.g. in PE lessons, when taking pupils for off-site educational visits.

When working with small children, sits on and gets up from low chairs and low tables.

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Working Conditions:

Works in classrooms for most part of school day. These can be warm and pupils can be noisy.

May be involved in outside activities (e.g. on sports field, supervision on playground) and off-site educational activities in all weather conditions.

Work Context:

At risk of infection when dealing with unwell children.

Position in Organisation:

Indicate how many staff the post is directly accountable for: None

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POST NUMBER _____ **JOB TITLE** _____ **HOURS PER WEEK** _____

	ESSENTIAL	DESIRABLE	How measured in recruitment & selection
EXPERIENCE	Successful teaching experience within the primary sector.	Experience of teaching in different primary key stages. Experience of leading a curriculum area.	Application form Interview References
EDUCATION, TRAINING, QUALIFICATIONS	Qualified Teacher Status. Recent safeguarding and child protection training.	First Aid training.	Application form Interview References
SKILLS AND KNOWLEDGE	An up to date knowledge of current thinking/practices/pedagogy within education. Excellent classroom management. A commitment to further professional development. An awareness of safeguarding legislation. Ability to use a range of assessment strategies effectively. Ability to use standard English	Understanding of key health and safety issues. Understanding of Ofsted requirements.	Application form Interview References Lesson observation

	correctly in spoken and written forms. Ability to use technology innovatively to support learning and efficient working within a professional environment. Ability to adapt teaching to support learners with SEND.		
PERSONAL QUALITIES	A professional manner Is able to build strong relationships and communication effectively with pupils, parents, colleagues and outside agencies. Is open and willing to learn, using own initiative to improve practice. Ability to organise and prioritise workloads and meet deadlines. Is able to work effectively as part of a team. Enthusiastic, energetic and forward thinking.		Application form Interview References Lesson observation
WORKING ARRANGEMENTS	Availability for some out of hours working including parent's evening and other in service commitments. Willingness to participate in extra-curricular activities. An excellent attendance record.		Application form Interview References

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The post is subject to:

- Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 **Yes x No** □
- Political restriction **Yes** □ **No x**
- The ability to speak fluent English under the Immigration Act 2016 **Yes x No** □

Manager: (signed) R Stephenson Print R Stephenson Date: 1.3.26