

Job Description – Earlsmead Primary School and Autistic Resource Provision



Post:	Class Teacher
Scale:	Inner London Main Scale , (+TLR depending on experience)
RESPONSIBLE TO:	Headteacher / Senior Leadership Team
FUNCTION RELATIONS:	All members of the school staff, Local Authority Officers and Inspectors
Main Contacts:	Staff, Parents and Carers, Other external agencies of the Council

MAIN OBJECTIVES

1. To carry out professional duties and to have responsibility for an assigned class.
2. To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
3. To promote the aims and objectives of the school and maintain its philosophy of education.

MAIN DUTIES AND RESPONSIBILITIES

1. To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
2. To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
3. To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
4. To maintain good order and behaviour among the pupils, safeguarding their health and safety.
5. To provide an educational environment which supports groups or individual pupils, ensuring differentiation of learning needs, reflecting all abilities and backgrounds.
6. To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning and development.
7. To maintain and use systems of monitoring, assessment, record-keeping and reporting of children’s progress.
8. To prepare appropriate pupil reports
9. To ensure effective use of support staff and volunteers within the classroom.
10. To participate in staff meetings as required.
11. To be part of a whole school team
12. To ensure that school policies are reflected in daily practice.
13. To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
14. To liaise with outside agencies when appropriate
15. To take responsibility for your own professional development
16. To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
17. To support the Headteacher and Senior Leadership Team in promoting the ethos of the

school.

The above responsibilities are subject to the general duties and responsibilities as described in part VIII of the School Teacher's Pay and Conditions Documents. The job description is not necessarily a comprehensive definition of the post. Changes to the role and duties of the post may be necessary after consultation and in response to the needs of the school.

Person Specification – Earlsmead Primary School and Autistic Resource Provision



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		Essential	Desirable
1. Qualification and experience	<ul style="list-style-type: none"> Qualified teacher status A minimum of 4 years primary teaching experience Proven experience of working in a multi-ethnic school. 	X	X X
Personal Qualities	<ul style="list-style-type: none"> To be self-motivating, enthusiastic and resilient. Able to develop effective partnerships with advisory and teaching colleagues. Able to work under pressure and to meet deadlines. Credibility in working with other members of staff and leaders. Ability to engage children in their learning 	X X X X X	
2. Knowledge and Understanding	<ul style="list-style-type: none"> Demonstrate a knowledge of how all children, including children with Special Education Needs or who speak English as a second language Demonstrate an understanding of what it means to operate in an inclusive environment Have a secure understanding of safeguarding and related legislation, policies and procedure 	X X X	
3. Inclusion	<ul style="list-style-type: none"> Experience of working with children who have EAL and / or a wide range of SEN An effective professional who challenges and supports all pupils to do their best to achieve high standards Demonstrate consistent and effective use of information about pupil attainment to ensure realistic and challenging targets are set Demonstrable confidence and commitment to supporting relationships and behaviour 	X X X X	
4. Communication	<ul style="list-style-type: none"> Show strong inter-personal and communication skills Demonstrate a professional and confident manner Evidence of good oral and written communication Be a team member and liaise effectively Demonstrate excellent presentation skills Multi-task to adapt to constantly changing priorities Be aware of communication issues in a large setting 	X X X X X X X	
6. Relations with parents and wider community	<ul style="list-style-type: none"> Know how to prepare and present reports to parents Demonstrate the importance of parental involvement in the school Actively involve parents in their children’s learning 	X X	X
7. Professional development	<ul style="list-style-type: none"> Demonstrate responsibility for your own professional development Proven ability to use training and professional advice to develop training strategies 	X X	

8. Managing and developing staff and other adults	<ul style="list-style-type: none"> ● Establish professional working relationships with all colleagues ● Able to manage support staff working within your class for the benefit of the children you teach. 	X X X	
9. Managing resources	<ul style="list-style-type: none"> ● Ability to look after and manage classroom resources effectively. ● Have an understanding of how resources are deployed and managed (including Teaching Assistants) 		X X X
10. Teaching and managing pupil learning	<ul style="list-style-type: none"> ● Outstanding teaching practice ● Set meaningful expectations for pupils behavior and possess excellent behavior management skills 	X X	
11. Assessment and evaluation	<ul style="list-style-type: none"> ● Be able to assess how well learning objectives have been achieved ● A good understanding of Assessment for Learning' strategies ● To be able to use a variety of assessment tools to benefit the needs of children within your class. 	X X X X	
12. Pupil achievement	<ul style="list-style-type: none"> ● To be ambitious for all children ● Be able to adapt your teaching in order to secure good progress for all pupils. ● Be able to demonstrate that, as a result of your teaching, pupils attain well. 	X X X	