



Lonsdale Road, London, W11 2DF

JOB DESCRIPTION- CLASS TEACHER

Responsible to: Executive Head, Head of School, Phase leader

MAIN PURPOSE OF THE JOB

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* and the school's own policy
 - Under the overall direction of the Head of School be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - Carry out the professional duties of a teacher as required
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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PROFESSIONAL DUTIES:

1. To plan learning for the class in accordance with national and school curriculum policies and in co-operation with subject and phase leaders to ensure access to a broad, balanced, relevant and stimulating curriculum
2. To ensure a close match between the learning experience offered and the individual needs of the children in order to give each child an opportunity to achieve to the maximum of his/her capability
3. To make appropriate educational provision for all children including those with SEND
4. Where possible make sure that the majority of the children's learning is closely linked to first-hand practical experience
5. To provide children with opportunities to manage their own learning and become independent, curious learners
6. To provide a happy secure and stimulating learning environment for children maintaining a high standard of display in the classroom and in other areas of the school
7. To work in close collaboration with the team to undertake medium and short term planning and implementation of agreed schemes of learning
8. To assess children's progress, maintain records and provide written reports to parents/carers in accordance with school policies

9. To communicate and consult with parents/carers and with outside agencies, as necessary, about children's progress and attainment
10. To promote the school's policy on equal opportunities and inclusion into all aspects of service to the school, and to select resources and employ teaching and behaviour management strategies which reflect this
11. To take responsibility for the management of other adults in the classroom
12. To take up the opportunity for continuous professional development through self-directed reading, course and in-service training, including appraisal
13. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school
14. To participate in regular staff meetings, discussions and management systems necessary to ensure the co-ordination and development of the work of the school as a whole and to attend parent meetings, and to contribute to school functions and events
15. To encourage parental involvement and co-operation and to involve pupils with the wider local community.
16. To undertake duties, supervision etc., in accordance with school's organisation.
17. To take responsibility as a curriculum leader as agreed with the Head of School
 - Promote the teaching of the agreed subject throughout the school
 - Be responsible for the implementation and management of the school's policy for the agreed subject area
 - Review the policy and adapt as appropriate
 - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility
 - To consult with members of the team and be responsible for ordering resources within an agreed budget in full consultation with the Head of School
 - Offer support and advice to colleagues

This job description and allocation of particular responsibilities may be amended by agreement and reviewed on an annual basis as part of the performance management process.

January 2024