

CELEBRATING 175 YEARS

Loving for today,
Learning for tomorrow,
Forever in faith

Dr James Inglis
Headteacher



Northaw CE Primary School
Vineyards Road
Northaw
Hertfordshire EN6 4PB
01707 652869
admin@northaw.herts.sch.uk
www.northawschool.org

Job description

Class Teacher

Main Purpose

The teacher will:

- fulfil the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document (STPCD)
- meet the expectations set out in the Teachers' Standards
- fulfil duties reasonably directed by the headteacher

N.B. The duties listed below are not an exhaustive list of requirements.

Key Responsibilities

Teaching:

- be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
- plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- participate in arrangements for preparing pupils for examinations

Whole-school organisation, strategy and development:

- contribute to the development, implementation and evaluation of the school's policies, practices and procedures so as to support the school's values and vision
- make a positive contribution to the school's vision and values
- work with others on curriculum and/or pupil development to secure coordinated outcomes

Health and safety:

- be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security and data protection, and report all concerns to an appropriate person
- promote the safety and wellbeing of pupils
- maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Working with colleagues and other relevant professionals:

- collaborate and work with colleagues and other relevant professionals within and beyond the school
- develop effective professional relationships with colleagues

Management of staff and resources:

- direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- monitor quality and standards of resources delegated to them

Professional development:

- take part in the school's appraisal procedures
- take part in further training and development in order to improve own teaching and overall performance
- where appropriate, take part in the appraisal and professional development of others

Communication:

- communicate effectively with pupils, parents/carers, colleagues, wider school community and governors