

Rimon Jewish Primary School



Job Description:

KS1/KS2 CLASS TEACHER

Job Title: KS1/KS2 Class Teacher

Salary: MPS / UPS Outer London

Hours: Full-time

Responsible to: The Headteacher

The duties of this post include those duties defined within the current School Teachers' Pay and Conditions Document.

Job Purpose:

The Class Teacher will:

- teach a full class of pupils having the overall responsibility for all of the planning, preparation, teaching and learning, pupil assessment and reporting
- ensure that the secular curriculum is broad and balanced and is planned with direct reference to the new National Curriculum
- maintain and promote the positive ethos and core values of the school, both inside and outside the classroom
- act as a role model to pupils within the school community
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- actively contribute to the process of building up and developing a new Orthodox Jewish primary school
- implement agreed school policies and guidelines
- support school initiatives agreed by the Headteacher and staff
- ensure that the current national conditions of employment for schoolteachers are fulfilled
- ensure that Fundamental British Values are actively promoted within school

Duties – these will include the following:

Teaching and Learning

- teach the full National Curriculum in (a) designated class(es)
- plan appropriately to meet the needs of all pupils, through differentiation of tasks
- meet and liaise regularly with the class and whole staff team for the purposes of joint planning and maintaining consistent pupil assessment and monitoring systems
- liaise and consult regularly with the Key Stage Leader, subject leaders, Assessment Leader and Deputy Head when necessary and appropriate
- liaise and consult regularly with the corresponding kodesh class teacher with regard to curriculum integration, curriculum map planning and pupil progress
- set clear targets, based on prior attainment, for the pupils' learning
- devise and deliver a variety of teaching and learning activities suited to how young children develop and learn, within a cross curricular framework

- promote children's self esteem and encourage their independence
- administer regular and required pupil assessment in accordance with the school policies and procedures
- keep appropriate and efficient pupil tracking records, integrating formative and summative assessments into weekly and termly planning
- maintain accurate and up-to-date individual pupil records, including any information regarding Special Educational Needs
- contribute regularly to the pupils' individual progress records, including the **Scholarpack** records, so that assessment and observation information is relevant and up-to-date
- complete all pupil assessment activities and record pupils' level of attainment in accordance with the school's Learning and Teaching policies
- ensure that the class planning folder is kept up-to-date and is always available in school
- ensure that pupils' work is marked regularly, according to the school's marking policy, the results of which feed into future planning
- ensure that all planning and lessons are evaluated, including contributions from the class support staff, and that this evaluation is used to inform future planning
- provide a stimulating, happy and enjoyable classroom environment, where resources can be accessed appropriately by all pupils
- maintain good order and discipline amongst the pupils, in accordance with the school's positive behaviour management policy
- liaise & work together with specialists from LA / voluntary sector outside agencies
- develop and maintain a positive relationship with families, which involves them actively in their children's learning
- liaise with parents regularly in order to share and receive information regarding their children's development
- report regularly, both orally and in writing, to parents on the development, progress and attainment of pupils in the class
- liaise regularly with the school's Inclusion Leader regarding any issues of pupils' Special Educational Needs and Gifted and Talented children within the class
- ensure all IEPs and IBPs are relevant, up-to-date and being used in the classroom
- attend meetings with parents and other relevant bodies and professionals both in and outside of school time, but within directed time
- support English and / or Numeracy learning in (a) designated class(es) as directed – this may be via an early-bird or after school booster group.
- prepare children adequately for and complete everything required and requested for end of key stage statutory assessments
- if requested, assist with lead the daily class morning prayers and grace after meals in accordance with the school's policy
- participate in and lead assemblies as requested
- promote the children's SMSC development as well as Fundamental British Values according to school policy

THE REST OF THE JOB DESCRIPTION IS GENERIC TO ALL RIMON STAFF

Classroom Organisation and Management

- Create a well ordered, attractive, secure and nurturing environment which ensures the educational, emotional, social and pastoral wellbeing of all the children
- Monitor and organise the class resources so that they are appropriate, well maintained and stored in an orderly and accessible manner
- Where appropriate, lead, organise and direct the class staff team, including planning for and deploying support staff effectively

Pastoral care

- Attend to the children's physical and hygiene needs when necessary
- Ensure the safe supervision and dismissal of children at the end of the day
- Recognise and respond appropriately to the children's emotional needs
- Responsible for safeguarding and promoting the welfare of children
- Liaise appropriately with the school's Designated Safeguarding Lead regarding any issues of concern regarding the welfare of pupils within the class or school

Health and Safety

- Mark and maintain accurate class registers in accordance with the school policy
- Organise the physical classroom/office environment and daily routine taking into account Health and Safety requirements
- Maintain a neat, orderly & safe environment
- Safeguard the health and safety of pupils, both on school premises and when they are engaged in authorised school activities off-site
- Contribute to & comply with security arrangements both within & outside of school

Professional Development

- Attend and contribute towards INSET sessions as directed by the Headteacher
- Participate in out of school professional development activities as appropriate and as directed
- Contribute to whole school sharing of best practice
- Participate in whole school professional development initiatives
- Take responsibility for personal professional development, in particular with regard to teaching and learning
- Participate in the school's staff appraisal process
- Maintain a personal log and record of Continuous Professional Development
- Maintain and update necessary knowledge and skills (including ICT) relevant to the post
- Recognise own strengths and areas of expertise & use these to advise and support others

School Strategic Development

- Participate in and contribute to all staff meetings which relate to the school's development, management, curriculum, safety, administration and organisation as well as whole school professional development
- Contribute to whole school curriculum development
- Contribute towards the development, establishment and implementation of whole school policies
- Contribute to school self-evaluation and development plans where appropriate
- Participate in the whole school performance management framework including the appraisal of his/her own performance, and that of other staff

Equal Opportunities

- Ensure that all children and adults within the school community have equal opportunity and access to all aspects of school life, information and provisions
- Be aware of and support and respond to differences in children's learning styles to ensure that all pupils have equal access of opportunity to learn and develop

Whole School Organisation

- Establish and maintain good professional working relationships with the whole school community in order to promote the development and effective delivery of the school curriculum and maximise the children's achievement
- Liaise and consult with the Headteacher and other members of staff on matters relating to the school's curriculum, pupils, staffing and day-to-day organisation
- Undertake subject leadership responsibilities as requested by the Headteacher
- Carry out general school duties such as before school, lunchtime, breaktime and after school supervision
- Undertake school organisational responsibilities as requested by the Headteacher
- Contribute to the extra-curricular life of the school eg assisting, planning & leading special events when requested; leading lunchtime / or after school clubs etc
- Cover for absent staff as directed by the Headteacher or other senior staff
- Cover other classes/duties (eg to release staff for non-contact time) if directed
- Maintain and respect pupil and staff confidentiality at all times
- Undertake other duties that may reasonably be assigned by the Headteacher or other senior staff to ensure the smooth running of the school

All Rimon 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. In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

This job description will be reviewed annually and updated where appropriate and necessary.

This job description may be amended at any time after discussion with you, but in any case will be reviewed at the end of each academic year and / or at the time of your appraisal.

SJK/RJPS/CT/JD/JAN2017