



## **CLASS TEACHER JOB DESCRIPTION**

**You are employed under the terms of the  
School Teachers' Pay and Conditions document.**

The following responsibilities set out below and in the context of the school in no way diminish the importance of the Conditions of Employment of the above Order. All teachers are expected to follow the teachers' standards.

- To be prepared to teach pupils of Primary School ages (including Nursery Years 3 – 11).
- To be responsible for planning and delivering the National Curriculum and IPC.
- To have been judged as a good teacher or better by appraisal, moderation or tutor.
- To prepare lessons and materials, mark work and keep records of children's achievements as required by the National Curriculum, SACRE and the school's SIMS system.
- To maintain a safe, well organised class area, with displays of children's work and teaching aids and to contribute to maintaining a lively and stimulating school environment.
- To administer tests which the DfE, the LA or the school may require.
- To liaise with parents, attend formal termly parent consultation evenings and to discuss pupil achievements and next steps required for their further development with their parents.
- To attend staff meetings and other training as required.
- To write reports on children as required by external agencies e.g. The Health Authority, Social Services.
- To carry out other duties as shall reasonably be required by the Headteacher.
- To uphold the UNICEF Rights Respecting ethos of the school, with safeguarding and well-being at it's centre.
- To accept responsibility for your professional development through in-service training, appraisal and reading.

**CLASS TEACHER  
PERSON SPECIFICATION**

Category	Essential Requirements	Method of Assessment
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> <li>You will be a qualified teacher, or in your induction year, with a willingness to teach across EYFS, KS1 or KS2.</li> <li>You will have been judged as good or better by an outside agency, such as Ofsted or your school's appraisal system, or in the case of an NQT, your college tutor.</li> <li>You will have good communication skills and the ability to work effectively with all members of the school community, including colleagues, parents/carers, children and governors.</li> <li>You will have an understanding of different teaching strategies and the ability to use them in a creative and engaging manner.</li> <li>You will be able to demonstrate knowledge and understanding of the Primary National Curriculum, including new national and local initiatives.</li> <li>You will have effective understanding of good primary practice including the ability to teach children with a wide variety of needs and understand how children make good progress.</li> <li>You will have a willingness to continue with personal professional development.</li> <li>You will have a willingness for parents to work in a supporting role in the classroom.</li> <li>You will have a willingness to take a full part in the life of the school, including extra-curricular aspects.</li> </ul>	Application form, Interview, References.
Personal skills	<ul style="list-style-type: none"> <li>You will have a caring, sympathetic attitude to all the children, with safeguarding at the centre.</li> <li>You will have high expectations, both personally and professionally.</li> <li>You will be approachable, adaptable and have enthusiasm and motivation.</li> <li>You will have the ability to react calmly and positively in potentially difficult situations.</li> <li>The school, which is in the centre of Harrow, has many children from a variety of ethnic and religious backgrounds; you will have a commitment to multi-cultural education.</li> <li>Harrow is an Equal Opportunities Employer. You will have an understanding of what this means to an employee. You will have a personal commitment to an anti-racist position and to Prevent Duties.</li> </ul>	Application form, Interview, References.