



Greenleaf Primary School

Job Description

Post Title: Class Teacher

Note: The Council expects all its employees to have a full commitment to the Council's equal opportunities policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the authority.

Responsible to: Headteacher/Deputy Head Teacher

JOB DESCRIPTION

APPLICABLE CONTRACT TERMS AND DUTIES

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, the new Teaching Standards (September 2012) and other current educational legislation and the school's articles of government.

Areas of responsibility and key tasks:

A Planning

Plan teaching to achieve maximum progression in pupils' learning through:

- Identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- Setting tasks, including homework, which are appropriate, purposeful, challenge pupils and ensure a high level of interest
- Setting appropriate and challenging goals and expectations for pupils' learning, motivation and presentation of work
- Setting clear targets building on prior attainment
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the SEND Code of Practice
- Making effective use of assessment information when planning lessons
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- The efficient deployment and use of Teaching Assistant/Support Staff time as appropriate.

B Teaching and Class Management

- Show by example good Primary/Foundation Stage practice, with particular commitment to the principles of the Greenleaf Teaching and Learning Policy.
- Demonstrate good subject and curriculum knowledge
- Demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils.
- Promote and foster a love of learning, developing children's independence and life-long learning skills
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Develop children's independence and life-long learning skills
- Use a variety of teaching methods to:
 - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - (ii) instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary
 - (iii) use effective questioning, listen carefully to pupils, systematically check understanding and intervene appropriately to impact children's learning
- Select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught and be accountable for pupils' attainment, progress and outcomes
- Know when and how to differentiate appropriately, using approaches which challenge all pupils and ensure at least good progress
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those who are higher attainers; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate a clear understanding of systematic synthetic phonics
- Critically evaluate teaching to improve effectiveness and readily accept advice

- Provide a model for support staff by displaying effective class management through setting and maintaining high standards

C Monitoring, assessment, recording, reporting - to:

- Have a good knowledge and understanding of assessment in relevant subject and curriculum areas, including statutory assessment requirements
- Embed “best practice” Assessment for Learning (formative assessment) in day-to-day practice, providing clear and regular feedback to pupils
- Guide pupils to reflect on the progress they have made and their emerging needs
- Make use of formative and summative assessment to secure pupils’ progress
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils’ work and set rolling, challenging targets for progress
- Assess and record pupils’ progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents

D Other professional requirements – to:

- Have a working knowledge of teachers’ professional duties and legal liabilities and operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Provide every child the opportunity to reach their potential and meet high expectations
- Have a commitment to Safeguarding and ensure that school policies and procedures are followed at all times
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Support whole-school initiatives
- Liaise effectively with parents and governors as necessary
- Make a positive contribution to the wider life and ethos of the school.

- In consultation with the headteacher, be responsible for a curriculum area and contribute to the design and provision of an engaging curriculum within the relevant subject area(s).
- In addition to carry out other duties as reasonably required by the Headteacher.

SAFEGUARDING

The Governing Body of Greenleaf Primary School together with Waltham Forest Council are committed to safeguarding and promoting the wellbeing of children and young people and Head Teachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

You will need to demonstrate knowledge and understanding of relevant guidance and legislation, and to display commitment to the protection and safeguarding of children and young people. The successful candidate will be required to undergo an enhanced DBS check before securing their employment at Greenleaf Primary School.