

## Havelock Primary School, Nursery & ARP Job Description

<b>Post title</b>	ARP Class Teacher
<b>School:</b>	Havelock Primary School
<b>Salary and grade:</b>	Inner London MPS/ UPS + SEN Allowance in line with the current <i>School Teachers' Pay and Conditions Document</i>
<b>Line manager/s:</b>	The Head Teacher, Inclusion Lead, ARP Lead, and the Governing Body
<b>Supervisory responsibility:</b>	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

### Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the ARP, ensuring equality of opportunity for all.
- To deliver the National Curriculum as relevant to the age and ability of the children.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff, and external agencies in the best interests of pupils.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

### Teaching

- Be a positive role model in terms of behaviour, work, and attitudes
- Set high expectations of work and behaviour in the class and in all other areas of school
- Plan for progression across the age and ability range taught, designing effective lessons/programmes of work in accordance with the specific needs of individual learners' needs
- Plan for children to be included in mainstream lessons for parts of each week
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- Provide timely, accurate and constructive feedback on learners' attainment, progress, and areas for development
- Deliver the National Curriculum as relevant to the age and ability group/subject taught, other relevant initiatives and the school's own scheme of work

# Havelock Primary School, Nursery & ARP

## Job Description



- Advise and work collaboratively with the ARP Lead, Inclusion Manager, Head Teacher and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate, particularly to help ARP pupils with their inclusion
- Carry out playground and other duties as directed and within the remit of the *School Teachers' Pay and Conditions* document
- Communicate and consult with the parents/carers of learners, making home visits as appropriate and after consultation with the Inclusion Manager
- Communicate and co-operate with any relevant external bodies
- Be fully conversant with the school's procedures and policies

### Behaviour and Safety

- Establish a safe, purposeful, and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions, and rewards consistently and fairly
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy taking account specific behaviour plans
- Be a positive role model and demonstrate consistently the positive attitudes, values, and behaviour, which are expected of pupils
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self-control, independence, and resilience of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Raise all concerns regarding the behaviour, progress, or welfare/child protection of any learner with the Inclusion Manager
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working in the ARP and classes where inclusion takes place are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation, and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

### Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers regarding pupils' achievements and well-being using school systems/processes as appropriate

## Havelock Primary School, Nursery & ARP Job Description

- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

### Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment, and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your own continuous professional development and teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Participate fully with arrangements made in accordance with the current appraisal and pay progression arrangements

### Exercise of duties

- Perform all other reasonable duties as requested by the Head Teacher
- To have professional regard for the ethos, policies, and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality

### Other

- To have professional regard for the ethos, policies, and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Signature of post holder:**

**Date:**    /    /

**Signature of headteacher:**

**Date:**    /    /