



JOB DESCRIPTION

School: Hawes Down Primary School	Location: London Borough of Bromley
Job title: Class teacher ARP	Salary range: TPS

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document. This job description is generic to all teachers working at Hawes Down Primary ARP. Teachers may be asked to work with any group of children across the different key stages within the ARP.

<p>Job Purpose</p> <p>The education and welfare of designated classes or groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers.</p> <p>To share in the corporate responsibility for the well-being and discipline of all pupils.</p> <p>To carry out professional duties and to have responsibility for an assigned class.</p> <p>To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.</p> <p>To promote the aims and objectives of the school and maintain its philosophy of education.</p> <p>To carry out any reasonable instructions given by the Head of ARP and Headteacher</p>

<p>Main duties and responsibilities</p> <p>1) Policy and Leadership</p> <ul style="list-style-type: none"> to plan and assess pupils' learning using knowledge of school policies, curriculum framework and assessment toolkit. <p>2) Management of Learning and Teaching</p> <ul style="list-style-type: none"> to have clear intentions for children's learning and to use knowledge of school policy, resources and requirements to provide profoundly personalised learning opportunities for all pupils. to use a variety of suitable teaching and learning styles appropriate to children and young people and to demonstrate the highest expectations around their achievement. to use relevant classroom leadership and management strategies to ensure that a purposeful and positive environment for teaching and learning is in place. <p>3) Management of People and Pupils</p> <ul style="list-style-type: none"> to understand that behaviour is communication and to respond analytically and creatively at times of heightened anxiety. to establish and maintain a positive regard towards both pupils and staff. to work as a member of a team, planning co-operatively, sharing information, ideas and expertise. to consult and plan with outside agencies, as appropriate. to establish excellent relationships with families to promote pupils' learning and holistic development. <p>4) Management of Resources</p> <ul style="list-style-type: none"> to organise and maintain a stimulating classroom environment appropriate for the range of activities taking place and the specific needs of the pupils.
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- to ensure that resources are organised and readily available to promote learning.

5) Evaluation and Quality

- to monitor and assess pupils' work and use assessment to inform planning and identify individual needs.
- to keep records of pupils' progress and track and report achievement in line with school policy and statutory requirements.
- to continually reflect upon and refine professional practice according to school's professional learning policies.

6) Safeguarding

- Hawes Down Primary School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

7) Equal Opportunities

- Hawes Down Primary School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously.

8) Health and Safety

- Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

9) Particular responsibilities

- to undertake continual professional development in order to enhance your role as a teacher in the school.
- to take part in the agreed procedures for your performance management in the school.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.