



Henwick Primary School

Executive Headteacher: Mrs L Lazell

Head of School: Ms C Lotriet

Henwick Road, Eltham, SE9 6NZ

Tel: 020 8856 8627



Class Teacher Job Description

Post title: Class Teacher

Grade: MPS and UPS

Location: Greenwich

Responsible to: Senior Leadership Team

Main purpose

As directed by the senior leadership team, the class teacher will:

- teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs as well as school expectations and policies;
- maintain the positive ethos and values of the school, both inside and outside the classroom whilst maintaining professionalism in line with the teacher standards and school code of conduct;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors

Core responsibilities

The class teacher will:

- Uphold the ethos and values of the school
- Carry out the professional duties of a teacher;
- Teach a class at any level throughout the school, as required;
- Implement agreed school policies and guidelines;
- Support initiatives decided by the senior leadership team and staff;
- Plan appropriately to meet the needs of all pupils;
- Provide a stimulating classroom environment that emphasises academic, personal and social skills across the curriculum that will contribute to pupil's knowledge and understanding in all areas and where resources can be accessed independently by all pupils and follow the agreed school policy for displays, environment and presentation of pupils' work;
- Report to parents on the development, progress and attainment of pupils
- Form positive relationships with all pupils to promote achievement in all areas, maintain high standards of behaviour amongst pupils, in accordance with the school's positive behaviour management policy;
- Communicate and co-operate with specialists from outside agencies, as required;
- Lead, organise and direct support staff within the classroom and as directed by the senior leadership team;



- Create, foster and maintain a professional and positive working relationship with all members of the wider community, staff, governors, parents, other professionals and children;
- Participate in the performance management process for the appraisal of their own performance;
- Participate fully in the school self-evaluation process including lesson observation, learning walks and other appropriate evaluation activities such as book looks and moderation;
- Be committed to continuous professional development and practice;
- Carry out any reasonable request of the senior leadership team.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

This job description may be reviewed at any time.