



Horniman Primary School

JOB DESCRIPTION

Title: Class Teacher – Permanent (1.0 FTE)

Ref:

Reports to: Headteacher / Deputy Headteacher

MAIN PURPOSE OF THE JOB:

To carry out the professional duties of a teacher in accordance with the school's policies under the direction of the Headteacher.

SUMMARY OF RESPONSIBILITIES AND DUTIES:

- To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions
- To support the vision, ethos and policies of the school and lead a subject across the school (where applicable and in accordance with experience) under the line management of either the Assistant Headteacher, Deputy Headteacher or the Headteacher
- To support the headteacher, SLT and Governors in creating a highly effective school, based on inclusive, best practice.

JOB CONTENT

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school
- To foster a learning environment and educational experience which provides students with the opportunity to fulfill their individual potential
- To support and contribute to the school's responsibility for safeguarding children
- Effectively deploy and line manage, teaching assistants supporting in the class
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the local authority support services, health professionals and social workers)
- To ensure the highest possible standards of education for pupils' social, moral, spiritual and cultural development according to school policy
- To work as a member of a designated team and contribute positively to effective working relationships within the school

RESPONSIBLE FOR

- Promoting and maintaining the high profile of your subject in the school (where applicable)
- Ensuring your subject's content on the website is up to date
- Adapting your teaching to the learning needs of the pupils across the school
- Ensuring progression of skills and high achievement for all children, including the highly able and gifted, and those with learning needs both in your class and for your subject (where applicable)
- Tracking pupils' attainment and progress in your class and for your subject across the school (where applicable)
- Maintaining an attractive, well displayed, well resourced, carefully organised and effective learning environment in the classroom and shared areas

- Preparing resources
- Ensuring that an aspect of your subject is represented in the clubs provided
- Keeping abreast of new developments for your subject
- Delivering training for staff in your subject and offering advice and support
- Communicate and liaise with parents on a regular basis promoting home/school partnership in all pupils' education

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate and in line with Data Protection legislation
- To uphold the school's behaviour policy:
 - Develop relationships with and between pupils conducive to optimum learning
 - Maintain good order and discipline among the pupils and always safeguard their health and safety when they are on school premises and when they are engaged in school activities elsewhere
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop as set out in the school's Equal Opportunities framework
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and INSET as required and be punctual for all duties
- Participate in training and other learning activities and performance development as required
- Commitment and contribution to improving standards for pupils as appropriate
- To be aware of current educational initiatives and statutory requirements
- Contributing to the maintenance of a caring and stimulating environment for pupils
- UPS teachers to carry a whole school remit

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities, policies and statutory responsibilities.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. This post is subject to disqualification by association regulations under the Childcare Act 2009.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

SAFEGUARDING STATEMENT

Horniman School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Horniman Primary School PERSON SPECIFICATION

Title: Main scale teacher

Reports to: Headteacher

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for this post.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application form. If you meet all the other criteria you will be short listed and will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

ATTRIBUTES	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ DFE recognised teacher qualification 	Additional qualification in an area of specialism
Experience	<ul style="list-style-type: none"> ▪ Have a proven record of excellent classroom teaching ▪ A strong working knowledge of the National Curriculum for the age ranges you teach ▪ Have a proven record of good behaviour management ▪ Demonstratable commitment to raising the attainment of all pupils 	Experience of teaching in KS1 and/or KS2
Skills and Abilities	<p>The successful candidate will be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> ▪ Uphold good, inclusive primary practice ▪ Assess pupils needs in terms of the curriculum, spiritual, personal and social development and behaviour ▪ Establish successful relationships at all levels and act with sensitivity ▪ Work as part of a team ▪ Be highly motivated and committed ▪ Have high expectations of children ▪ Be adaptable to changing circumstances and new ideas ▪ Be energetic and persevering ▪ Have a good attendance record ▪ Bring their passion for creativity to the whole school community 	Ability to contribute to the extra-curricular life of the school

Personal Qualities	<ul style="list-style-type: none">▪ Very good organisational skills▪ Personable and flexible▪ A willingness to participate in the whole life of the school▪ Ability to represent the school in a professional manner▪ Not afraid of hard work	
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This post is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an enhanced Disclosure Barring Service check and disqualification under the Childcare Act 2009.

