



## Job Description

<b>Job Title:</b>	Classroom Teacher
<b>Pay Range:</b>	MPS/UPS
<b>School (work base):</b>	Ongar Primary School
<b>Hours of work:</b>	Full time
<b>Reports to:</b>	Headteacher
<b>Responsible for:</b>	Responsibilities to be confirmed

### Job purpose:

To plan, organise and implement appropriate teaching and learning experiences in a learning environment that guides and encourages students to develop and fulfill their academic potential.

### Principal Accountabilities:

#### Teaching

- Contribute to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.
- Plan and teach lessons in line with school policies and schemes of work
- Teaching of lessons according to the individual needs of children, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Mark work and provide feedback and next steps to pupils in line with the school Marking and Feedback Policy
- Keep up to date assessments on the development, progress and attainment of pupils.
- Using assessment to inform planning and ensuring Assessment for Learning is embedded and administer assessment tasks and test in line with school policy
- Promote good progress and outcomes by pupils

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- To ensure that all pupils have equal access to all school opportunities to learn and develop



- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher, Senior Leadership Team
- Communicate and co-operate with other agencies to support the educational development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above
- To maintain good order and discipline among pupils throughout the school, manage behaviour effectively to ensure a good and safe learning environment
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements

## Management

- To plan, organise and manage the work of the LSA assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the SENCo to contribute to the planning and organising of the work of the SEN LSA's in order to have a positive impact on pupil progress
- To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner

## Training and Development

- Participate in training and development activities in school or at other providers in order to develop professional skills and knowledge
- To participate in performance management reviews in line with school policy

## General

- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Exercise of Particular Duties:

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2005 and updated every year), specifies the professional duties required to be carried out by all teachers. In addition, "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to them by the Headteacher from time to time, such particular duties as may reasonably be assigned to them".

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the Trust's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.

March 2023

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.



# Person Specification

## Classroom Teacher



Essential	Desirable
<b>Qualifications (Academic &amp; Professional)</b> <ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous INSET and commitment to further professional development</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Successful primary teaching experience</li> <li>• Working with monitoring and assessment processes in schools.</li> <li>• Experience monitoring, assessment, recording and reporting of pupils' progress.</li> <li>• Providing extra-curricular activities for children</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of a subject area</li> <li>• Working in partnership with parents</li> </ul>
<b>Knowledge / Skills</b> <ul style="list-style-type: none"> <li>• Knowledge of effective teaching and learning styles/strategies</li> <li>• Knowledge of the National Curriculum</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children, SEN etc</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Communicating to a high level (both orally and in writing) to a variety of audiences</li> <li>• Creating a happy, challenging and effective learning environment</li> <li>• Using ICT as a tool for planning, developing the curriculum, communicating and enhancing children's learning</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of preparation and administration of SATs</li> <li>• Ability to promote the school's Vision &amp; Aspirations positively and using effective strategies to monitor and motivate moral</li> </ul>
<b>Personal Qualities / Disposition</b> <ul style="list-style-type: none"> <li>• To have a positive approach to new initiatives</li> <li>• High expectations for children's attainment and progress</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> </ul>	



<ul style="list-style-type: none"> <li>• Understanding of the need for sensitivity and confidentiality in the work place</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to safeguarding and equality</li> </ul>	
<b>Other</b> <ul style="list-style-type: none"> <li>• Committed to equality and diversity</li> <li>• Commitment to own continuous personal and professional development</li> <li>• Committed to our Health and Safety policies and procedures</li> <li>• Compliance to Data Protection Act 2018 and GDPR principles/ requirements</li> </ul>	

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**March 2023**

