

## JOB DESCRIPTION

Job Title:	Class Teacher	Grade	Main Scale
Reports to	Headteacher, Deputy and Assistant Head	Hours	Full time

### MAIN PURPOSE OF THE JOB

- Carry out the professional duties of a teacher as circumstances may require
- Plan, prepare, deliver, assess, report and mark learning activities for whole classes
- Undertaking any duties and tasks under the reasonable direction of a teacher

### DUTIES AND RESPONSIBILITIES

- To plan and teach well-structured lessons following the schools plans, curriculum and schemes of work
- Liaising with Senior Management Team, teaching /support staff, school representatives, external agencies and parents
- To contribute to the whole school's planning activities
- To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies when applicable (for example, specialist teachers from the local authority support services, health professionals and social workers)
- To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy when applicable
- To support and contribute to the school's responsibility for safeguarding children
- To work as a member of a designated team and contribute positively to effective working relationships within the school

### SUPPORT FOR THE SCHOOL

- Be aware of and comply with the policies and procedures relating to child protection, health, safety, security and data protection, reporting all concerns to an appropriate teacher
- 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
- 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
- Recognize own strengths and areas of expertise and use these to advise and support others
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities, and performance development as required
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

### SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement provision maps
- Promote the inclusion and acceptance of all pupils within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

## **CONDITIONS OF SERVICE**

### **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.

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 the convictions.

## PERSON SPECIFICATION

Job Title:	Class Teacher	Grade	Main Scale
Reports to	Headteacher, Deputy and Assistant Head	Hours	Full Time

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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Educated to a higher-level education or a demonstrable determination to achieve this</li> </ul>	X X	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Have a proven record of working with children of relevant age in a learning environment</li> <li>A strong working knowledge of the National Curriculum particularly in Music</li> <li>Have a proven record of subject leadership</li> </ul>	X X X	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Assess pupils needs in terms of curriculum, spiritual, personal and social development, and behaviour</li> <li>Establish successful relationships at all levels and act with sensitivity</li> <li>Can use ICT effectively to support learning</li> <li>Understanding of statutory frameworks relating to teaching</li> <li>Ability to relate well to children and adults</li> <li>Good understanding of child development and learning processes</li> <li>Work as part of a team</li> <li>Be highly motivated and committed</li> <li>Have high expectations of children</li> <li>Be adaptable to changing circumstances and new ideas</li> <li>Be energetic and persevering</li> <li>Have a good attendance record</li> </ul>	X  X  X  X X  X X X	   X X  X   X  X
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Very good organisational skills</li> <li>Uphold and promote the ethos and values of the school</li> <li>A willingness to participate in the whole life of the school</li> <li>Ability to work under pressure and prioritise effectively</li> </ul>		X X  X  X

This post is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an enhanced Disclosure Barring Service check.