

# Sudbourne Primary School

Acting Headteacher: Sophia Henderson  
Hayter Road, London SW2 5AP  
www.sudbourne.com

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Sudbourne Primary School  
Job Description (Oct 2017)  
Class Teacher

<b>Job Title</b>	Class Teacher	<b>Grade</b>	Inner London Pay Scale
<b>Team</b>	Teaching	<b>Spinal Point</b>	Main/Upper as appropriate (with potential for TLR)
<b>Reports to</b>	Head Teacher		

## Main Purpose of Job

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Standards for Teachers which should be read in conjunction with this document.

## Roles & Responsibilities

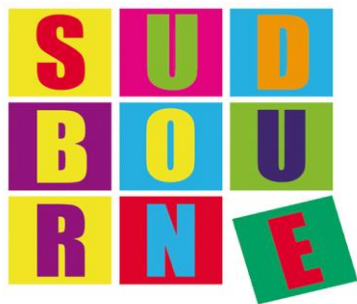
### 1. Teaching and Learning

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies, taking into account individual pupils' need
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work
- Set tasks which challenge pupils and are matched to their learning needs
- Plan lessons in a way that will interest and engage all learners
- Ensure effective teaching and best use of available time
- To foster each child's self-esteem and establish relationships which are based on mutual respect
- Create a well ordered, accessible and calm learning environment which is stimulating, welcoming and purposeful, engages and excites learners and promotes independence
- Have high expectations of achievement and behaviour
- Give every child the opportunity to achieve their full potential

### 2. Monitoring, Assessment, Recording, and Reporting

- To ensure that marking, planning and all other school procedures are carried out rigorously
- Assess how well learning objectives have been achieved through marking and monitoring of work, questioning and discussion with pupils, and use this assessment to plan next steps
- Set targets for progress and ensure learners understand what they are doing well and how to improve
- Assess and record pupils' progress systematically and keep records to check work is understood and completed; to monitor strengths and weaknesses; to inform planning and to recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents, senior staff and other professionals as required
- Ensure parents are well informed about the curriculum, attainment and progress of their child and the contribution they can make to support their child's progress
- To work with the Senior Leadership Team/SENCO, ensuring that the needs of all children are met





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## 3. Other Professional Requirements

- To support the aims and ethos of the school
- To manage additional adults within the classroom
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and positive behaviour for learning are promoted in every day classroom organisation and practice
- To work as part of a team in all aspects of school development and take an active role in school life, attending and participating in school events
- Lead and manage a subject area at the discretion of the Headteacher (not NQTs)
- To provide professional leadership and direction within own curriculum area by acting as a good role model
- To set a good example in terms of dress, punctuality and attendance
- To uphold the school's behaviour code
- To participate in staff training
- To attend staff meetings
- To develop links with Governors, LAs, neighbouring schools and other relevant agencies
- To liaise as appropriate with other professionals and outside agencies
- Establish and maintain effective working relationships with professional colleagues and parents
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and involvement in school development
- Be aware of the need to take responsibility for your own professional development
- To be aware of the Equal Opportunity Policy for the school and the Local Education Authority, ensuring that all children have full access in order to maximise their achievement and minimise inequality.

## 4. Safeguarding

- The post holder will share the school's commitment to safeguard, and promote the welfare of, the children in our care.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- Understand fully the school's child protection policy and to ensure that all issues relating to pupils' safeguarding are reported immediately to the Designated Safeguarding Leads
- To be aware of the Equal Opportunity Policy for the school and the Local Education Authority, ensuring that all children have full access in order to maximise their achievement and minimise inequality.

## 5. Accountability

- Teachers are responsible to the Headteacher and, in his/her absence or on his/her behalf, the Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.

### Special Conditions

- The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements.
- At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.
- This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.