

Kings Avenue Primary School
Kings Avenue
London
SW4 8BQ
Tel: 020 7622 1208
Fax: 020 7498 3332



Head teacher: Mrs E Maxted
Head of School: Mrs M Powys

KINGS AVENUE PRIMARY SCHOOL

JOB DESCRIPTION FOR CLASS TEACHER

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

MAIN ACTIVITIES

1. 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.
2. To maintain assessment records and report on children's progress to senior staff and to parents and carers, in accordance with school policy.
3. To manage additional adults effectively within the classroom.
4. To take responsibility for maintaining a high standard of discipline of children both in the classroom and around the school, in accordance with whole school policies.

SPECIFIC RESPONSIBILITIES

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and school leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure an accurate match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To ensure that children progress quickly to the next steps in their learning, by effectively using a range of Assessment for learning strategies.
4. To make appropriate educational and inclusive provision for children with SEN and those learning EAL, with support from senior and middle leaders, SEN teams, and/or external agencies.
5. Where possible, to make sure that the majority of the children's learning is closely linked to first-hand practical experience.

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6. To plan and deliver a curriculum that ensures that children progressively develop the skills of higher order thinking and are able to apply these effectively across the curriculum.
7. To ensure that the provision and resources used within the curriculum are reflective of a global community and effectively prepare children to be fulfilled secure and proactive members of a multicultural society.
8. To provide children with opportunities to manage their own learning and become independent and self-motivated learners.
9. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
10. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
11. To maintain a high standard of display both in the classroom and in other areas of the school.
12. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
13. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
14. To talk with children about their learning, mark children's work, assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
15. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
16. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
17. To liaise with support staff both school based, from the LA & from other external bodies as required.
18. To take responsibility for the effective management of other adults in the classroom, in order to maximise support for children's learning.
19. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.

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20. To attend staff meetings, team meetings and other meetings, as required, in order to fulfil any of the purposes described above.
21. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for children as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for children

CONDITIONS OF SERVICE

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

SPECIAL CONDITIONS OF SERVICE

1. Disclosure

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. If you or anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009, please send details under separate cover.

2. Police Checks

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.

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3. Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue: _____

Signature of Post holder _____

Signature of Head of School _____

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PERSON SPECIFICATION FOR CLASS TEACHER

1. QUALIFICATIONS

- a. Qualified Teacher Status.
- b. Experience in a Primary setting

2. EXPERIENCE

- a. A proven track record of recent and successful class teaching in mixed ability classes of primary age. Successful experience of teaching phonics, literacy and numeracy within the current frameworks.

3. KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB

- a. Good understanding of current theory and pedagogy of best practice in teaching and learning.
- b. Thorough knowledge of the 2014 National Curriculum
- c. Very good subject knowledge of core National Curriculum subjects, including ICT, and sound knowledge of foundation subjects
- d. Understanding of effective strategies for maintaining high standards of discipline, both within the classroom and around the school, in accordance with whole school policies.
- e. An understanding of the principles and practice to ensure that Assessment for Learning is used effectively to maximise children's progress.
- f. An understanding of equality of opportunity issues and how they can be addressed in schools.
- g. An understanding and commitment to inclusive primary practice.

4. SKILLS AND ABILITIES

- a. To demonstrate the skills of a good teacher, including ability to:
 - Interest, encourage and engage children;

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- Provide appropriate levels of challenge, so that children make good progress;
 - Adapt the curriculum to meet the needs of individuals and year groups with regard to SEN and EAL;
 - Use methods and resources that enable all children to learn effectively;
 - Discuss children's learning with them, mark children's work and use assessment information effectively to plan next steps in children's learning
 - Make effective use of time;
 - Secure high standards of behaviour;
 - Make effective use of teaching assistants and other support;
 - Enable children to acquire new knowledge and skills;
 - Enable children to develop the skills to work independently and collaboratively;
 - Enable children to develop self esteem and respect for others;
 - Create a well organised, stimulating learning environment.
- b. Ability to make a significant contribution to a school ethos that promotes high achievement and respect for every individual.
- c. A commitment to raising achievement.
- d. The ability to work as part of a team in planning and implementing the curriculum.
- e. The ability to work within the framework of national, local and whole school policies to ensure consistency of practice.
- f. The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.
- g. A commitment to further your own professional development and to the principle of continuous improvement.