Dulwich Hamlet
Junior School

CLASS TEACHER
JOB DESCRIPTION

Job holder: **Newly Qualified or Qualified Class Teacher with relevant experience with previous curriculum or other school responsibilities**

Responsible to: The Head of School and Local Governing Body
Responsible for: Any member of the support staff, HLTAs, students and voluntary helpers allocated to the class.

Core Requirements of the Post
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 school policies

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues and in the classroom
- Engage and motivate pupils
- Demonstrate analytical thinking
- Improve the quality of pupils' learning
- Contribute to the school development plan and promote the learning priorities of the school SDP
- Contribute to the development and / or implementation of school policies
- Use the appraisal process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities
- Have lead responsibility for a subject or aspect of the school's work, and develop plans which identify clear targets and success criteria for its development and / or maintenance, as appropriate to career stage
- Promote the wider aspirations and values of the school

In addition to the requirements of a class teacher and any other agreed responsibilities the post holder will be accountable for the following areas:

A. Principle Accountabilities

1. To plan work for the class in accordance with national, and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum

2. To ensure a close 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 make appropriate educational provision for children with identified SEN or EAL, following the support and guidance of the Inclusion Manager

4. Where possible, to make sure that the majority of the children's work is closely linked to first hand practical experience

5. To provide children with opportunities to manage their own learning and become independent learners

6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline

7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect

8. To maintain a high standard of display both in the classroom and in other areas of the school

9. 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

10. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work

11. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies

12. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment

13. 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

14. To liaise with support staff both school based, and from other external bodies as required

15. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training

16. 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 by:

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

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the Dulwich Hamlet Educational Trust

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 the 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.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equality Policy.