

Job Description

Class Teacher



Post Title	Class Teacher
Salary/Grade:	MPS
School:	Our Lady's Convent School
Reporting To:	Head Teacher and SLT
Disclosure Level:	Enhanced
Main Duties:	
<p>To undertake the professional duties of a teacher as listed in the current School Teacher's Pay and Conditions document. These shall include:</p> <ul style="list-style-type: none"> • Planning and preparing lessons. • Teaching the pupils assigned to you including the setting and marking of work to be carried out by pupils. • Assessing, recording and reporting on the development, progress and attainment of pupils. • Ensuring the well-being of individual pupils and of any class or group of pupils. • Keeping records of and reports on the personal and social needs of pupils. • Using assessment tools and systems in line with the school policy. • Communicating and consulting with parents/carers of pupils. • Liaising with outside agencies to support the needs of the pupils where necessary. • Implementing agreed behaviour management strategies to maintain good order and discipline and ensuring the health and safety of all pupils. • Coordinating and managing the work of other teachers and support staff who are deployed in your classroom. • The successful applicant will be expected to have a responsibility for the oversight of at least one subject across the Preparatory Department. 	
Objectives (objectives against which performance can be assessed)	
<ul style="list-style-type: none"> • To ensure pupil entitlement to the curriculum. • To continuously raise standards of pupil achievement. • To foster enjoyment and satisfaction in learning by pupils. • To enhance the teaching of the curriculum throughout the key stage. • 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 • Contributing to the maintenance of a caring and stimulating environment for pupils 	
Key Tasks:	
<ul style="list-style-type: none"> • To be responsible to the Head of Prep for the co-ordination of work within the Key stage. • To promote and establish the vision and development/action plan for the appropriate year. • To monitor and evaluate the effects of subject policies and plans • To provide a model of good practice and lead by example to promote high quality teaching. • To be responsible for providing guidance through schemes of work and assisting other staff with planning and delivery of the curriculum. • To be responsible for monitoring and evaluating the implementation of the Key Stage 2 curriculum based upon the agreed policy of the school. • To attend professional development courses and be involved in the provision of professional 	

development of staff.

- To liaise with other schools and agencies so ensuring up to date knowledge of current developments with regard to good practice in appropriate Key Stage.
- To develop effective working relationships with all teachers, parents, senior managers and governors.
- To promote parental interest and understanding of their child's education.
- Participate in monitoring/evaluating/disseminating policy, advice and support for health and safety issues relating to appropriate Key Stage.
- To monitor and evaluate pupil progress and achievement and to identify clear targets for improvement.
- To work with colleagues to ensure high quality teaching across all aspects of the Key Stage 1/2 curriculum.
- To offer guidance and support to staff in providing a learning environment to support the curriculum.
- Contribute to school activities such as parent evenings, parental workshops, Open Days, induction meetings and liaison with the local community.

Wider support:

- Assist with the supervision of pupils out of lesson times, including lunchtime and before and after school
- To organise and deliver extracurricular activities
- Be aware of and comply with all Loughborough Endowed School and Our Lady's Convent School policies and procedures including those relating to child protection, health, safety, equality of opportunity, educational visits and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, appreciate and support the role of other professionals, attending and participating in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany pupils on out of school activities as required.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the safeguarding policy.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

CRITERIA	SOURCE OF EVIDENCE
Qualifications:	
1. Qualified Teacher Status	Application Form
Experience:	
1. A proven track record of recent and successful class teaching in mixed ability classes of primary age.	Reference/Application/Observation
2. Successful experience of teaching the primary Curriculum, particularly the teaching of literacy and numeracy.	Reference/Interview/Application Form
3. Successful experience of creating a stimulating learning environment.	Reference/Interview/Observation
Knowledge and Understanding:	
1. Good understanding of current theory and practice and best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.	Reference/Interview/Application Form
2. Thorough knowledge of the National Curriculum, the Foundation Stage Curriculum and the teaching of reading.	Reference/Interview/Application Form
3. Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects and the areas of learning in the Foundation Stage.	Reference/Interview/Application Form
4. Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy.	Reference/Interview/Application Form
5. An understanding of equality of opportunity issues and how they can be addressed in schools.	Reference/Interview/Application Form
Skills and Abilities:	
1. To demonstrate the skills of a good teacher, including ability to: <ul style="list-style-type: none"> • Interest, encourage and engage pupils; • Provide appropriate levels of challenge so that pupils make good progress; • Use methods and resources that enable all pupils to learn effectively; • 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 pupils to acquire new knowledge and skills; • Enable pupils to develop the skills to work independently and collaboratively; 	Reference/Interview/Application Form/Observation

<ul style="list-style-type: none"> • Enable pupils to develop self-esteem and respect for others; • Create a well organised, stimulating learning environment. <ol style="list-style-type: none"> 2. Ability to make a significant contribution to a School ethos that promotes high achievement. 3. A commitment to raising achievement. 4. The ability to work as part of a team in planning and implementing the curriculum. 5. The ability to work within the framework of national and whole school policies to ensure consistency of practice. 6. The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process. 7. A commitment to further your own professional development and to the principle of continuous improvement. 	<p>Reference/Interview/Application Form</p> <p>Reference/Interview/Application Form Reference/Interview/Application Form</p> <p>Reference/Interview/Application Form</p> <p>Reference/Interview/Application Form</p> <p>Reference/Interview/Application Form</p>
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