

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Leigham Vale, Streatham, London SW16 2JQ

Headteacher:

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Class Teacher

JOB DESCRIPTION

POST:

Class Teacher

GRADE:

Inner London Teacher Pay Scale

ACCOUNTABLE TO:

Assistant Headteacher, Deputy Headteacher and Headteacher

TERMS AND CONDITIONS

The postholder is required to carry out all general, particular and professional duties as set out in the School Teachers Pay and Conditions of Employment Document 2009 and work in accordance with the Professional Standards for Teachers 2009.

These duties must be carried out in accordance with National Curriculum requirements, the aims of the school, school policies and any policies of the Governing Body.

PURPOSE OF POST:

Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as agreed with the Headteacher.

TEACHING RESPONSIBILITIES

- Plan and prepare a teaching and learning programme for all year groups, ensuring that the requirements of the national curriculum are met and that equality of opportunities is evident.
- Teach children in their assigned group according to their educational needs, including the teaching of individual instruments such as recorders.
- Provide a well-ordered, stimulating and safe learning environment, encouraging standards in tidiness, punctuality, presentation of work and relationships.
- Plan and monitor a programme of assessment of pupil achievement and to contribute to class records.
- Assess, record and report on the attendance, progress, development and attainment of assigned children and keep such records as are required by the school's systems.



- Plan, implement and assess the curriculum in line with school policy and practice
- Use a variety of delivery methods appropriate to children's learning styles and the varying demands of curriculum.
- Use ICT effectively for planning, teaching and learning.

CURRICULUM RESPONSIBILITIES

As a member of a School Improvement Team (SIT) and under the direction of the designated School Improvement Leader (SIL), the postholder will:

- Contribute to curriculum development by sharing his/her professional expertise with colleagues advising on their professional practice.
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- Collate and analyse information relating to the standards achieved in the curriculum area for presentation to the Senior Leadership Team
- Assist staff in the organisation of teaching resources, equipment and materials and in the use thereof.
- Coordinate related special projects and events eg. festivals, workshops, displays;
- Communicate effectively within the school and with external agencies;
- Audit, secure and allocate the resources necessary to deliver an effective curriculum.
- Contribute to the formulation and evaluation of the school's assessment practice in relation to that area of the curriculum for which responsibility is held.
- Contribute to the formulation and evaluation of the school's assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.
- Consult regularly with the named SIL for the curriculum area.

GENERAL DUTIES

- Attend and contribute to all staff meetings and training.
- Responsible for safeguarding and promoting the welfare of children and young people.
- Actively encourage and support parental or family participation in school activities.
- Implement equality of opportunity and inclusion throughout the school.
- Contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.



- Work as a member of a designated team and contribute positively to effective working relationships within the school.
- Participate in the training of students.
- Promote positive values, attitudes and standards through your own example and good management of the children.
- Take responsibility for annual self-review (performance management) and for on-going professional development.
- Use PPA time effectively for the enhancement of teaching and learning.
- Contribute to the formulation and implementation of the School's Self Evaluation and Development Plan and associated action plans as appropriate.

Evidence of the impact, of the role will be maintained in a staff member's file and through contributions to the School Development Plan/Review and the SEF, the postholder may be invited to attend management team meetings as appropriate.

OTHER DUTIES

- Play a full part in the life of the school community, and support its ethos.
- Follow and actively promote the school's policies.
- Comply with health and safety policy and undertake risk assessments as appropriate.
- Participate in the training of students/work experience/ volunteers.
- Participate in the smooth running of the school by;
 - Being punctual
 - Minimising personal absence
 - Ensuring safe maintenance of communal areas
 - Completing paperwork as necessary
 - Reading all school policies annually
- Actively pursue own personal and professional development and keep up to date with recent educational improvements.
- Provide the LA and Senior Leadership Team with all required assessment documentation.
- Undertake any additional responsibilities or duties which from time to time may reasonably be directed by the Headteacher

This role description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and postholder.

Postholder

Name:

Signed:

Date:



PERSON SPECIFICATION

Class Teacher Early Years Foundation Stage or KS1/KS2

	CLASSTEACHER.	ESSENTIAL/ DESIRABLE
A. Qualifications & Training	<ol style="list-style-type: none"> 1. Qualified Teacher Status. 2. Experience of class teaching in an Early Years setting and/or Primary School. 3. Appropriate professional development experience. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
B. Knowledge & Understanding	<ol style="list-style-type: none"> 1. Good knowledge and understanding of Curriculum 2014 and the Revised Primary Strategy or Early Years Foundation Stage curriculum as relevant to the post. 2. Can demonstrate knowledge and understanding of effective curriculum planning, assessment and recordkeeping. 3. Understand effective classroom practice and be able to reflect upon one's teaching in order to improve. 4. Willingness to develop expertise and provide professional support for colleagues. 5. Good understanding of strategies to promote positive values, attitudes and standards through your own example and good management of the children. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
C. Aptitudes & Skills	<ol style="list-style-type: none"> 1. Displays a commitment to the protection and safeguarding of children and young people. 2. Good oral and written communication skills in a range of contexts. 3. Effective classroom practitioner. Please give recent judgements. 4. Ability to work as part of a team. 5. Able to demonstrate good management and organisational skills. 6. Good understanding of the principle and implication of Inclusion, Race Equality and Discrimination and Disability on the achievement of pupils. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>



	<p>7. Commitment to own professional development.</p> <p>8. An ability to use ICT to enhance and support the delivery of the curriculum.</p>	<p>Essential</p> <p>Essential</p>
D. OTHER	<p>1. Commitment to the extended school agenda.</p>	<p>Desirable</p>

