



Be all you can be
Hayes School

HAYES SCHOOL TEACHER: JOB DESCRIPTION

Job Content

Basic Duties

- The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document & Teacher Standards document

Job Purpose

- To teach and care for the pupils assigned to you as a classroom teacher, compliant with the school aims and in pursuit of high standards of pupil achievement - academically and socially. The school aims to create an environment, which stimulates learning, is individually rewarding, dynamic and safe.

Objectives

- To ensure pupil entitlement to the national curriculum
- To create a classroom atmosphere conducive to effective learning
- To help all pupils achieve and realise their potential
- To ensure that all pupils observe the code of conduct

Main Responsibilities

Adhere to all school policies appertaining to:

- Classroom management, including issues of health and safety
- Target setting
- Marking, assessing, recording and reporting
- Pastoral care
- Carry out supervisory duties in accordance with published schedules and procedures and maintain professional credibility at all times
- Be proactive in personal professional development
- Total commitment to safeguarding

Key Tasks

- Attend and contribute to key stage, team and full staff meetings
- Consult with key stage co-ordinators or senior staff when guidance/advice is required
- In the school's strategic plan, contribute towards the goals and targets
- Ensure that punctuality and effectiveness are observed at all times
- Maintain high standards of personal conduct and dress
- Maintain a professional interest in educational initiatives relevant to your subject(s)
- Consult with key stage co-ordinator, appraiser and staff development co-ordinator on any issue relevant to personal professional development, in line with the school's strategic plans

Signed.....

Print name.....

Headteacher's Signature.....

Date.....



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Person Specification

Post Title: Class teacher

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
Experience		
Will have had some experience of teaching in a variety of ages within KS 2		✓
Professional Knowledge and Understanding		
Must have a sound knowledge of the National Curriculum for all the subjects Key Stage 2	✓	
An understanding of effective strategies in order to raise outcomes in all areas of English & Maths	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Familiarity with Age Related Expectations in English and Maths	✓	
Understanding of and commitment to the national & school policies, in particular: <ul style="list-style-type: none"> • Keeping Children Safe in Education- September 2016 • Participation and implementation of the School Behaviour Policy • Awareness of Health and Safety implementation in the work place • Implementation of the school Equal Opportunities Policy 	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL, disadvantaged pupils and pupils with SEN	✓	
Familiarity with writing and delivering effective Individual Support n Plans for pupils with SEN		✓
Professional Skills and Abilities		
A teacher with sound ICT knowledge and skills relating to the class	✓	

teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching		
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	
Personal Qualities		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach, and who enjoys working as a part of a team	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	