

# St Christopher's School Hampstead

## Job Description: Class Teacher

### Knowledge and understanding:

- Possess a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements.
- To be familiar with the requirements of your Key Stage and to comply with national guidelines.

### Planning and setting expectations:

- Adhere to the designated teaching curriculum and syllabus.
- Prepare medium term and weekly plans (including more detailed lessons plans when required.)
- Identify clear teaching objectives, content, and lesson structures appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Provide appropriate material so that each individual can achieve her potential through differentiated teaching and challenge.
- Identify pupil's individual needs with particular attention to strengths and weaknesses, devising and following an appropriate programme whilst liaising and involving the Learning Enrichment Co-ordinator when necessary to further the pupil's development. Implement and keep records on Individual Education Plans.

### Teaching and managing pupil learning:

- Provide a safe environment where pupils can develop and learn effectively.
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenges are maintained, and best use is made of teaching time.
- Promote equal opportunities for the pupils to ensure that they have equal access to, and participation in the learning programme, regardless of their skill level or ability.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Promote understanding of the school's rules and values.
- Enable pupils to increase their social awareness and self-confidence through relationships with peers and staff.
- Ensure that all pupils have an opportunity of full participation in the learning programme and differences of cultural, social and religious background are embraced.
- Maintain an attractive and stimulating classroom environment.
- To organise educational visits and extra-curricular activities.
- To cover for absent colleagues as required.

**Assessment and evaluation:**

- Assess how well learning objectives have been achieved and to use this assessment for future teaching.
- Mark and monitor pupils' class and homework, providing constructive oral and written feedback, setting targets for pupils' progress.
- Give clear criteria upon which work will be marked.
- Give opportunities for pupils to assess their own work.
- Observe and record pupils' individual progress and keep accurate and contemporaneous records.

**Relations with parents and wider community:**

- Understand the need to liaise and communicate effectively with parents and guardians
- Know how to prepare and present informative reports to parents
- To arrange and record meetings with parents about issues of concern and to ensure colleagues are aware of these matters, responding professionally, sensitively and appropriately.
- Recognise that learning takes place outside the school context, and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- Take part in the corporate life of the school by, for example, attending assemblies plays, concerts, School fairs and sports fixtures, and registering the attendance of pupils.

**Managing own performance and development:**

- Understand the need to take responsibility for professional development; and keep up to date with current educational thinking and practice, both by study and by attendance at courses and workshops.
- Take part in professional reviews of work arranged by the Head Teacher.
- Evaluate own teaching critically, and use this to improve effectiveness.
- To work closely with and direct a teaching assistant and other support staff.
- To carry out supervisory duties as required.
- Set a good example to the pupils in presentation and personal conduct.
- Work with and cooperate with the Staff Team towards all matters connected with the effective delivery of the learning programme and the efficient running, goals and traditions of the school.
- Be fully conversant with and adhere to school policies carrying out all responsibilities and procedures (e.g. Health and Safety), working within imposed restrictions.
- Attend meetings as appropriate.
- Adhere to the need for confidentiality of information.
- Establish effective working relationships with professional colleagues including, where applicable, associate staff.
- Undertake professional duties and responsibilities necessary to the smooth running of the school, as may be reasonably assigned by the Head Teacher

**Managing resources:**

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
- Organise resources in order that children have easy access to them.
- Encourage pupils to look after the books and resources they use.

**Safeguarding:**

- Have responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Adhere to and ensure compliance with the school's Safeguarding Policy at all times.
- If in the course of carrying out the duties of the post you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the school's Designated Safeguarding Lead or deputy.

Name of Post holder:	Date :
Signature of Post holder: .....	
Signature of Headteacher.....	

## Person Specification: Class Teacher

The successful candidate will possess the following experience, qualifications and qualities.

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status or other recognised teaching qualification	✓	
<b>Experience</b>		
Classroom teaching experience across Key Stages	✓	
Experience of managing and /or coordinating staff		✓
<b>Professional Knowledge and Understanding</b>		
Understand the planning of the National Curriculum, including assessment, recording and reporting across Key Stages 1 and 2	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and Learning Enrichment (SEN)	✓	
Professional development: evidence of participation in INSET	✓	
Understanding of ISI regulatory framework	✓	
<b>Professional Skills and Abilities</b>		
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	✓	
Experience of managing teaching resources	✓	
<b>Personal Qualities</b>		
A genuine interest in and enthusiasm for working with children;	✓	
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 to work who enjoys being a good team member	✓	
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 maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
A commitment to the extra-curricular life of the school	✓	