Marden Lodge Primary School

GLF Schools - Job Description

Safeguarding			
Job Title	Class Teacher	**Job Reference**	ML-CT-27042016
Location	Caterham	**Travel Required**	

Core purpose

- To deliver high quality lessons that meet the educational needs of the children, ensuring outstanding learning and teaching.

Key Accountabilities

Planning, teaching & class management

- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations with a clear vision on assessment criteria.
- To set tasks of which are challenging to children and maintain high levels of interest.
- To organise & manage groups or individual children ensuring differentiation of learning requirements, reflecting all abilities and identifying SEN.
- Setting clear targets and building on prior attainment.
- Maintaining discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Effectively using ICT to support learning and teaching.
- Reflection on own teaching practice to ensure development of teaching.
- Ensuring the effective and efficient deployment of classroom support.
- Encourage children to think and talk about their learning, develop independence and take pride in their work.
- Have a regard to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of the children in any class or group assigned.

Pastoral

- Promoting the general progress and well-being of individual children and of any class or group of children assigned.
- Making records of and reports on the personal and social needs of children.
- Communicating and consulting with the parents, carers and external agencies.
- Participating in meetings arranged for any of the purposes described above.

Monitoring, assessments and reports

- Asses how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor children's work and set targets for progress.
- Providing or contributing to oral and written assessments, reports and references relating to individual children and groups of children.
- Prepare and present informative reports to parents.

Appraisal

- Participating in arrangements in line with school performance management procedures.

Review, induction, further training and development

- Periodically reviewing the methods of teaching and programmes of work.
- Participating in arrangements for further training and professional development, including undertaking additional training identified in performance management objectives.
- Work as a member of strong staff based team to contribute effectively to working relations within the school.

Staff meetings
• Participating in meetings at the school which relate to the curriculum or administration and organisation of the school, including pastoral arrangements.
Administration
• Participating in administrative and organisational tasks related to such duties as outlined above, including the direction or supervision of persons providing support for teachers within the school. • Attending assemblies. • Registering the attendance of all children.
Accountable to
• Headteacher • GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
• GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.