



Headteacher

Job Description

POSITION:	Class teacher
REPORTS TO:	Headteacher
GRADE:	Mainscale/UP1-3, possible TLR

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies. To ensure the appropriate levels of development for pupils within class group.

DUTIES AND RESPONSIBILITIES

1. The teacher will work in liaison, contact and co-operation with:
 - other members of staff;
 - members of borough support and advisory services;
 - organisations and networks relevant to the teacher's duties;
 - parents, governors and the local community.
2. The teacher will work within the framework of:
 - national legislation, including Education Acts from 1944 to 1993, the SEN Code of Practice and the School Teachers' Pay and Conditions Act 1991;
 - school policies and guidelines on the curriculum and school organisation;
 - LEA policies and guidelines, in particular those relating to curricular aims and principles, and to race and gender equality
3. To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.
4. To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere, having regard for the requirements of the national curriculum.
5. To mark and assess pupils' work, and to record their development, progress and attainment, both at school and elsewhere, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation.



6. To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
7. To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
8. To maintain an attractive, stimulating learning environment; to contribute to displays in the school as a whole.
9. To take part in whole-school reviews of policy and aims, and in the revision of formulation of guidelines.
10. To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the national curriculum.
11. To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate. To participate fully in Hanover Performance Management arrangements.
12. To keep-up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; and to participate in national or local arrangements for appraisal of staff performance.
13. To take part in the corporate life of Hanover by, for example, attending and preparing children for assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.
14. To supervise, and so far as practicable to teach, any pupils whose teacher is absent.
15. To play a full part in curriculum development work undertaking key tasks and responsibilities as agreed within the curriculum group.
16. To participate in the production, and continuous evaluation and review, of whole-school policy and guidelines.
17. To participate in review of learning materials, and of relevant equipment, and on the allocation of these resources within the school.
18. To support new members of staff and supply teachers with the school's policy and guidelines, and to assist them in practical implementation when appropriate.
19. To participate in in-service workshops, meetings, sessions and activities with other members of staff.



20. To organise displays of children's work to show recognition and affirmation to the children themselves, and in this way provide stimulus and ideas for colleagues and information for parents.
21. To participate in periodic reviews of pupil and class performance in order to monitor progression in order to determine future priorities.
22. To work with curriculum leaders to ensure that there is continuity across year group and phase.
23. To keep abreast of new thinking and practice, by attending courses and in- service sessions, and by reading books, articles newsletters, documents, etc.
24. To give information to, and to collect and disseminate information from, schools to which pupils transfer whenever appropriate.
25. At all times to carry out responsibilities/duties with due regard to the Council's equal opportunities employment policy.
26. To ensure that subject-matter and learning resources reflect Borough and school policies on equality, and that the implications of these policies are borne in mind in relation to all tasks and duties
27. To adhere to all Health and Safety Policies and ensure that a safe environment is provided for children, staff and parents and other members of the public.
28. To promote the safeguarding of children.

Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

GENERIC DUTIES:

- To achieve high quality educational outcomes for pupils and personal appraisal targets as agreed with your line manager.
 - To undertake relevant training and development, including meetings, supervision, seminars and other events.
 - At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Hanover policies and procedures.
 - To undertake additional duties commensurate with the grade as directed by your line manager.
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UPS1 –UPS3 TEACHERS

In addition to the duties assigned to as a class teacher and subject leader, you will:

- Act a role model of exceptional practice in teaching, learning and professional behaviour;
- Provide lesson demonstrations linked to agreed objectives or to development issues;
- Demonstrate teaching strategies either through staff meetings, INSET or targeted groups of staff;
- Monitor and evaluate teaching and learning and report results to the Headteacher;
- Mentor and support less experienced colleagues.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.