

## Ambler Primary School

### JOB DESCRIPTION

---

<b>POST TITLE</b>	<b>Class Teacher – KS1/KS2</b>
<b>GRADE</b>	<b>Main Scale/Upper Pay Range + TLR for the right candidate</b>
<b>DEPARTMENT</b>	<b>Ambler Primary School</b>
<b>RESPONSIBILITY TO:</b>	<b>Headteacher</b>

---

#### PURPOSE OF THE POST

To ensure the highest possible standards of education for the pupils for whom the teacher has class/group responsibility - socially, emotionally, physically, intellectually and aesthetically.

To ensure the appropriate levels of development for pupils within class group

To assume continuity of policy and curriculum promoting equal opportunities for all.

#### SAFEGUARDING

To understand, follow and take responsibility for the safeguarding of all children, health and safety regulations and promoting good practice.

#### 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 Ambler 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 Ambler 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 Ambler policies and procedures.
- To undertake additional duties commensurate with the grade as directed by your line manager.

The title of the post to which I normally report is: Head teacher

**Signed:**

**Date:**

## PERSON SPECIFICATION

---

<b>POST TITLE</b>	<b>Class Teacher – KS1/KS2</b>
<b>GRADE</b>	<b>Main Scale/Upper Pay Range + TLR for the right candidate</b>
<b>DEPARTMENT</b>	<b>Ambler Primary School</b>
<b>RESPONSIBILITY TO:</b>	<b>Headteacher</b>

---

### CRITERIA

#### EDUCATION AND EXPERIENCE

- E.1** Qualified Teacher Status and evidence of appropriate subsequent in-service training.
- E.2** Minimum of 2 years recent successful teaching experience preferably across both Key Stages 1 and 2 and in at least one inner city multi-cultural school.
- E.3** Experience of supporting change at an appropriate level including the curriculum, classroom organisation and administration in a primary school.
- E.4** Proven experience of high standards of primary classroom practice and of teaching area of responsibility.
- E.5** Evidence of the personal and intellectual qualities required to set an example to others and to lead a team,
- E.6** Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.
- E.7** Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.

#### SKILLS, KNOWLEDGE & ABILITIES

- E.8** An understanding of the different ways in which children learn and the appropriateness of a variety of teaching styles to meet the individual learning needs of each child.
- E.9** Evidence of the ability to organise successfully the curriculum for a class of pupils of mixed abilities, aptitudes and educational needs through planning, preparation, monitoring and assessment.
- E.10** A thorough knowledge of the requirements of the National Curriculum and learning strategies for children of all abilities.
- E.11** Evidence of good general knowledge of the requirements of the National Curriculum.
- E.12** Evidence of good organisational skills to create and maintain a stimulating and attractive learning environment.
- E.13** Evidence of the ability to define effective measures for the performance of pupils and classes and to keep these measures under systematic review.
- E.14** Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within the school.
- E.15** Evidence of the ability to maintain effective classroom discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school.
- E.16** Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community. To work



co-operatively with the staff of the Local Education Authority and relevant agencies as required.

- E.17** Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues.
- E.18** An understanding of the responsibility of the class teacher with regard to the health and safety of pupils in their care.
- E.19** Evidence of a commitment to an equal opportunities policy both in service delivery and employment, and an understanding of its effective operation within a school. An ability to ensure that each child's identity is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way.
- E.20** Ability to form and maintain appropriate relationships and personal boundaries with children and young people