


<b>Job Title: Class Teacher</b>	 <p><i>Nurturing &amp; growing together</i></p>
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### **General Duties:**

The education and welfare of a designated class group of pupils in accordance with the requirements of “Conditions of Employment of School Teachers”, having due regard to the National Curriculum, the school’s aims, objectives and schemes of work, and policies of the Governing Body. To share in the corporate responsibility for the well being and discipline of all pupils.

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfil their academic potential.

### **Main Job Tasks and Responsibilities**

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet students' varying needs
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate student's performance and development
- assign and level class work, homework, tests and assignments
- provide appropriate feedback on work
- encourage and monitor the progress of individual students
- maintain accurate and complete records of students' progress and development
- update all necessary records accurately and completely as required by laws, district policies and school regulations
- prepare required reports on students and activities
- manage student behaviour in the classroom by establishing and enforcing rules and procedures
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- perform certain pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement
- participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- participate in year group and staff meetings, parent meetings
- communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs

- keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities


### **Education and Experience**

- Bachelors degree or higher from an accredited institution
- Meet professional teacher education requirements of school, district, state
- Single subject teaching credential or certification if teaching a specialized subject
- State certification
- Relevant teaching experience
- Knowledge of relevant technology

### **Key Competencies**

- self motivation
- high energy level
- verbal and written communication skills
- attention to detail
- high work standards
- problem solving
- decision making
- organizing and planning
- learning orientation
- critical thinking
- stress tolerance
- flexibility
- adaptability
- initiative

## SCHOOL PERSON SPECIFICATION

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### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>a) DfES Qualified Teacher Status (essential)</li> <li>b) Evidence of recent and relevant in service training (essential)</li> </ul>
<b>EXPERIENCE:</b>  Application form/interview	<ul style="list-style-type: none"> <li>a) Experience of working in an inner city multicultural community (desirable)</li> <li>b) Able to demonstrate successful experience of educating a variety of pupils with Special Needs (essential)</li> <li>c) Able to demonstrate experience of dealing sympathetically and constructional with parents and the community (essential)</li> <li>g) Able to demonstrate knowledge and experience of the National Curriculum</li> </ul>
<b>PERSONAL STYLE AND BEHAVIOUR:</b>  Application form/interview	<ul style="list-style-type: none"> <li>a) Is able to set and meet realistic targets for self and others (essential)</li> <li>b) Is able to appraise own performance critically and meet changes accordingly (essential)</li> <li>c) Is able to manage stressful situations and withstand pressures and ongoing challenges (essential)</li> </ul>

<p><b>KNOWLEDGE AND UNDERSTANDING:</b></p> <p>Application form/interview</p>	<p>a) Sound knowledge of the primary curriculum (essential)</p> <p>b) Up to date knowledge and implementation of effective teaching and learning strategies including assessment for learning (essential)</p>
<p><b>EQUAL OPPORTUNITIES:</b></p> <p>Application form/interview</p>	<p>a) Has understanding of and a commitment to the promotion of equal opportunities (essential)</p> <p>b) Has commitment to the inclusion of all pupils into mainstream education (essential)</p> <p>c) Has understanding of and commitment to EMA (Ethnic Minority Achievement) (essential)</p>