# John Ruskin Primary School & Language Classes

# JOB DESCRIPTION

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| **POSITION:** | Main scale – UPS Class teacher |
| **REPORTS TO:** | Co-Headteachers |
| **RESPONSIBLE FOR:** | To be determined |
| **GRADE:** | Teachers Pay & Conditions Main Scale  **(Allowance available for experienced teachers only)**  **This post is also suitable for NQT’s** |

You are required to carry out the duties of a schoolteacher as set out in the conditions of employment of teachers in the School Teachers Pay and Conditions Document.

1. **GENERAL RESPONSIBILITIES**
   1. To take responsibility for the welfare and safety of all the children in the School’s care and specifically those in your own class.
   2. To have the highest expectation of every child, believing that every learner has unlimited potential for development
   3. To be an effective class teacher providing for the range of needs of the children within the class.
   4. To plan to deliver the curriculum within the framework of present school policies and those of the National Curriculum and Foundation Stage Curriculum, both in short and long term planning structures.
   5. To keep detailed records of children’s progress in line with school policy.
   6. To plan and resource a classroom which will encourage the development of all aspects of children’s learning. In particular to encourage children’s independent use of resources and involvement in their learning.
   7. To monitor children’s progress, keep records and evaluate children’s achievements. To set children high standards in the content and presentation of their work by the quality of your displays of that work.
   8. To establish and maintain good relationships with colleagues, working as part of a team in all aspects of school development.
   9. To implement Equal Opportunities in all aspects of school life.
   10. To promote and maintain a calm, co-operative and purposeful ethos by implementing the school’s behaviour policy.
   11. Work in partnership with parents/carers, in providing a quality educational experience for all the children.
   12. Display children’s work in line with school policy
   13. To be a successful and creative class teacher, an excellent practitioner, in order to establish credibility and thus be an acceptable leader.
2. **To undertake a curriculum responsibility**
   1. To lead the staff in promoting and delivering this curriculum area.
   2. To organise INSET and develop initiatives with parents.
   3. To develop and support record-keeping and assessment procedures
   4. To promote equal opportunities within the curriculum area. To attend courses and develop own expertise.
   5. To support and advise new teachers in this area of the curriculum
   6. To organise and manage resources and relevant displays
   7. To support staff in the practical application of school policies
   8. To report annually to governors
   9. To be involved in extracurricular activities when relevant

**PERSON SPECIFICATION FOR MAINSCALE CLASS TEACHER**

**QUALIFICATION**

Qualified Teacher Status.

**EXPERIENCE**

1. A proven track record of recent and successful class teaching in mixed ability classes of primary age (or of successful training for NQT’s)
2. Successful experience of teaching the National Curriculum
3. Successful, recent experience of leading and managing a curriculum area of similar across a school or phase (not NQT’s)

**KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB**

1. Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.
2. Thorough knowledge of the National Curriculum.
3. Good subject knowledge of core National Curriculum subjects and sound knowledge of Foundation subjects.
4. Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school’s policy.
5. An understanding of equality of opportunities and how they can be addressed in schools.

**SKILLS AND ABILITIES**

1. To demonstrate the skills of a good teacher, including ability to:

1. interest, encourage and engage pupils
2. provide appropriate levels of challenge, so that pupils make good progress
3. use methods and resources that enable all pupils to learn effectively
4. use assessment information effectively to plan next steps in children’s learning
5. make effective use of time
6. secure high standards of behaviour
7. make effective use of teaching assistants and other support
8. enable pupils to acquire new knowledge and skills
9. enable pupils to develop the skills to work independently and collaboratively
10. enable pupils to develop self-esteem and respect for others
11. create a well organised, stimulating learning environment
12. Ability to make a significant contribution to a school ethos that promotes high achievement.
13. A commitment to raising achievement
14. The ability to work as part of a team in planning and implementing the curriculum
15. The ability to work within the framework of national and whole school policies to ensure consistency of practice.
16. The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.
17. A commitment to further your own professional development and to the principle of continuous improvement.

#### 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.

Date of issue: …………………………………

Signature of Post holder …………………………………

Signature of Headteacher …………………………………