

Class Teacher job description

Post:	Class Teacher
Grade	Inner London Pay Scale
Responsible to:	Head Teacher and Governing Body
Relationships:	Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

Job Purpose

The Class Teacher will be expected to take responsibility for a class of children determined on an annual basis by the Head Teacher and in accordance with the duties listed below:

- Carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- As required, lead on interventions, working with cohorts, groups and, where appropriate, individual pupils.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Promote the Trust's Foundations of Excellence.
- Promote the school's vision values and ethos.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Work collegiately with our partner school, City of London School for Girls, and within the family of City schools.
- Be willing to share and disseminate good practice.
- Forge strong relationships with parents and within the local community.

Key Responsibilities

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Head Teacher and staff and those outlined in the School Development Plan.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into planning.
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress.
- Report to parents on the development, progress and attainment of pupils.
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with specialists from outside agencies.
- Make effective use of ICT to enhance learning and teaching.
- Lead, organise and direct support staff within the classroom.
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

The successful applicant will contribute to the school's objectives by:

- Demonstrating a good knowledge of, and adhering to, safeguarding policies and procedures.
- Ensuring a safe and supportive academy culture.
- Ensuring the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.
- Maintaining confidentiality at all times.
- Participating in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Complying with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensuring all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Name of Post holder

Date of issue:

Signature of Post holder:

Signature of Head Teacher:

Person specification

Class Teacher

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status either in the UK or, if not, in own country combined with a desire to achieve English QTS	✓	
Further professional qualifications		✓
Experience		
Some experience of teaching in a multicultural inner-city environment through trainee placements	✓	
Professional Knowledge and Understanding		
Sound knowledge of the National Curriculum Orders for all the subjects for both Key Stages	✓	
Sound knowledge and understanding of the Foundation Stage Curriculum		✓
An understanding of and training in RWI		✓
Experience of teaching Singapore Maths or a willingness to develop expertise and attend training		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching	✓	
Familiarity with KS1 Standardised Attainment Tests	✓	
Understanding of and commitment to the school policies and, in particular, participation and implementation of the School Safeguarding Policy	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN		✓
Professional Skills and Abilities		
Sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Ability to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Ability to keep records of pupil progress in line with school policy	✓	
Ability to use assessments of pupils' learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	
Personal Qualities		
Willing and enjoys engaging parents in order to encourage their close involvement in the education of their children	✓	
Flexible approach to work and enjoys being a good team member	✓	
Good communication skills both orally and in writing	✓	
Able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Practices equal opportunities in all aspects of the role and around the workplace in line with policy	✓	
Maintains a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	