



## JOB DESCRIPTION

**Post Title:** KS2 Class Teacher

**Grade:** MPR 1– 6

**School:** St Andrew's (Barnsbury) CE Primary

This job description should be read alongside the range of duties of teachers set out in Part XI of the annual School Teachers' Pay and Conditions Document.

Members of staff should at all times, work within the framework provided by the School's Policy statements to fulfil the general aims and objectives of the School Development Plan.

The post holder will agree major objectives with the Head teacher. These objectives will include:

1. Achieving the highest possible standards of Education for pupils.
2. Meeting the needs of pupils and to improve the level of achievement in this area across the school.
3. Experienced Teachers and NQTs will be considered for this position.

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### RESPONSIBILITY

The teacher is responsible to the Head teacher.

### LIAISON AND CO-OPERATION

The teacher will work in liaison, contact and co-operation with:

- Other members of staff
- Members of London Diocese Board of Schools (LDBS) and borough support and advisory services
- Organisations and networks relevant to the teacher's specialism or subject
- Parents, governors and the local community

### POLICY AND LEGAL FRAMEWORK

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
- School policies and guidelines on the curriculum and school organisation
- LDBS and LA policies and guidelines, in particular those relating to curricular aims, principles and equality



## TASKS AND DUTIES

1. **Planning**  
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.
2. **Setting and supervising work**  
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.
3. **Marking and Recording**  
To mark and assess pupils' work and to record their development, progress and attainment, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation.
4. **Discipline and Relationships**  
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, to develop relationships with and between pupils conducive to optimum learning.
5. **Communication with parents**  
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.
6. **Displays and environment**  
To maintain an attractive and stimulating learning environment and contribute to displays in the school as a whole.
7. **Overall policy and review**  
To take part in whole-school reviews of policy and aims and in the revision of formulation of guidelines.
8. **Reports**  
To provide or contribute to oral and written assessments, reports and references, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the national curriculum.
9. **Review**  
To evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate.
10. **Professional**  
To keep-up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; to participate in national or local arrangements for appraisal of staff performance.
11. **Corporate life**  
To take part in the corporate life of the school by, for example, attending collective worship, registering the attendance of pupils and supervising pupils before and after school sessions. To support the Christian Ethos of the school.



## **PERSONAL RESPONSIBILITIES**

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

## **PERFORMANCE STANDARDS**

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Reporting to:           The Head teacher



## PERSON SPECIFICATION

<p><b>EDUCATION AND EXPERIENCE</b></p> <p><b>SKILLS, KNOWLEDGE &amp; ABILITIES</b></p>	<p><b>ESSENTIAL CRITERIA</b></p> <p>E1. Qualified Teacher Status and evidence of appropriate subsequent in-service training.</p> <p>E2. Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.</p> <p>E3. A commitment to support the Christian ethos of the school and an understanding of life in a church school.</p> <p>E4. Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.</p> <p>E5. 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.</p> <p>E6. Evidence of the ability to assess for the performance of pupils and classes and to keep these measures under systematic review.</p> <p>E7. 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.</p> <p>E8. 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 and beyond.</p> <p>E9. Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues.</p> <p>E10. Evidence of a commitment to equal opportunities both in service delivery and employment and an understanding of its effective operation within a school.</p> <p>E11. Ability to form and maintain appropriate relationships with children with a secure knowledge of safeguarding procedures.</p> <p>E12. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>
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*Candidates should ensure that they address all of the above criteria in their application form referring where appropriate to actual experience.*

*Longlisted candidates will be selected entirely on the basis of the extent to which they meet the selection criteria in their application form.*