**JOB DESCRIPTION: CLASS TEACHER**

The Class Teacher is responsible for the education and welfare of a class, in accordance with school policy, ensuring the safety and welfare of pupils and achieving the highest standards of learning and achievement for all. Additionally, they are expected to promote and support the ethos, aims and vision of the school and maintain its philosophy of education. The Class Teacher is responsible to the Senior Leadership Team (SLT) and ultimately the Head.

**Attitudes**

* Establish effective relationships with colleagues and set a good example through personal and professional conduct.
* Contribute to the life of the school through effective participation in meetings and school events.
* Provide bespoke communication with parents over all aspects of their children’s education – academic, social and emotional.

**Teaching and Learning**

* Contribute to raising standards of attainment by preparing and teaching stimulating and energetic lessons of a high standard and according to pupils’ needs.
* Facilitate and encourage a learning experience which provides pupils with the opportunity to develop self-esteem and interpersonal skills.
* Identify clear learning objectives and outcomes, building on prior attainment, with appropriate challenge.
* Organise and manage groups or individuals, ensuring differentiation and reflecting all abilities.
* Ensure effective deployment of support staff within the classroom to maximise children’s learning.

**Pastoral Care**

* Establish and maintaining a good standard of discipline through well-focused teaching and positive relationships, safeguarding pupils’ health and safety.
* Plan opportunities to develop the social, emotional, spiritual, moral, economic and cultural aspects of pupils’ development.
* Value the contributions of all pupils and treat everyone with fairness and respect.

**Assessment, Recording and Reporting**

* Maintain school monitoring, assessment and record-keeping systems.
* In line with school policy, mark, monitor and assess pupils’ work and set targets for progress.
* Assess and record pupils’ progress, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
* Prepare and present informative and accurate reports to parents.

*Note: this job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.*

**PERSON SPECIFICATION: CLASS TEACHER**

*Assessed through: application documentation, professional references, during interview.*

**Qualifications**

**Essential:** Honours degree in a relevant subject

Teaching qualification together with Qualified Teacher Status (QTS)

**Desirable:** Middle leadership professional development courses attended

**Experience**

**Essential:** Experience of teaching children in the age range appropriate to the post

Ability to work in a way that promotes the safety and well-being of children

**Desirable:** Experience of working with children who have Special Educational Needs

Experience of working in the Independent sector

**Skills**

**Essential:** Able to use an appropriate range of teaching and learning strategies

An understanding of how assessment for learning can improve pupil performance

A confident and competent user of ICT

Ability to use student assessment data to raise standards

Able to communicate both orally and in writing to students and their parents

**Desirable:** Experience of organising trips

**Knowledge**

**Essential:** Subject knowledge sufficient to challenge able pupils and achieve high outcomes

A good understanding of curriculum developments in relevant subjects.

Knowledge of how ICT can be used in teaching to enhance student learning

**Desirable:** Knowledge of National Curriculum EYFS, Key Stages 1 and 2

Knowledge/experience of girls only education

Knowledge of the London Independent day school system

**Personal competencies and qualities**

**Essential:** Enthusiasm and a positive outlook

The ability to work independently and collaboratively as a member of a team

Creativity in problem solving with a willingness to take on new approaches

A positive attitude towards professional development and their own learning

Reliability and integrity

Good personal organisation

Good attendance record

**Desirable:** Ability to work under pressure

Sense of humour

Flexibility

Motivational leader

*Pembridge Hall is committed to safeguarding and promoting the welfare of children and young people and as an employee of Pembridge Hall you are expected to share this commitment. The protection of our students’ welfare is the responsibility of all staff within Pembridge Hall School and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.*