



St. Jude's Church of England Primary School

Regent Road, Herne Hill, London SE24 0EL

CLASSTEACHER JOB DESCRIPTION

GRADE:	Inner London Teacher Pay Scale
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Directing and supervising the work of teaching assistants

TERMS AND CONDITIONS

The postholder is required to carry out all general, particular and professional duties as set out in the School Teachers Pay and Conditions of Employment Document and in accordance with the Professional Standards for Teachers.

These duties must be carried out in accordance with National Curriculum requirements, the aims of the school, school policies and any policies of the Governing Body.

PURPOSE OF POST

Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as agreed with the Headteacher.

TEACHING RESPONSIBILITIES

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of motivation and interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEND and more able pupils
- Providing clear structures for lessons, maintaining pace, motivation and challenge
- Making effective use of assessment and ensuring coverage of The New Curriculum
- Ensuring effective teaching and best use of available time
- Monitoring and intervening to ensure sound learning and discipline
- Using a variety of teaching methods to :

i) match approach to content, structure information, present a set of key ideas and use appropriate vocabulary

ii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions

iii) select appropriate learning resources and develop study skills through library, ICT and other sources

- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught

CURRICULUM/LEADERSHIP RESPONSIBILITIES (where applicable)

- Write an annual subject action plan in line with school development priorities.
- Passionately lead the subject to ensure it is high profile within the curriculum through focus weeks or theme days.

- Advise the headteacher and other colleagues in the review, development and management of their subject in the school through staff meetings and training.
- Lead on monitoring activities such as book looks, pupil voice and planning.
- Monitor standards by checking progress through data analysis and make recommendations accordingly.
- Assist staff in the organisation of teaching resources, equipment and materials.

ADDITIONAL RESPONSIBILITIES

- Maintain a well-organised, tidy classroom
- Ensure that the classroom environment is stimulating and attractive through displays and use of resources
- Ensure that there is key vocabulary for the curriculum areas, including a clear focus on English and mathematics
- Promote positive attitudes, values, attitudes and standards through your own example and good management of the children
- Ensure that the school's positive behaviour policy is consistently reinforced
- Ensure that through planning and discussion effective use is made of any additional adult support in the class in order to promote children's learning
- Actively encourage and support parental or family participation in school activities
- Provide regular written reports as part of the required professional role
- Attend and contribute to all staff meetings and training
- Take responsibility for annual self review (appraisal) and for on going professional development
- Participate in the training of students
- Ensure that the school's Racial Equality and Equal Opportunity, Health & Safety and Safeguarding policies are followed and adhered to at all times
- Contribute to the formulation and implementation of the School Development Plan and associate plans as appropriate
- Play a full part in the life of the school community, and support its ethos, including supervising an extra-curricular activity.
- Follow our agreed school staff code of conduct and staff acceptable use policy.

Undertake any additional responsibilities or duties which from time to time may reasonably be directed by the Head teacher.

POST THRESHOLD EXPECTATIONS

1. Provide a role-model for teaching and learning;
2. **Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.**

Mandatory requirements:

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

This role description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and post holder.

We also offer:

Lambeth Church of England Schools training and support package

Windmill Cluster Networking opportunities

NQT mentoring scheme

Great working environment

Outstanding CPD opportunities

Free parking

Excellent transport links in a green and pleasant part of South London