



The Wyvern Federation

Class Teacher JOB DESCRIPTION

SECTION A: Reporting to: Headteacher

Job Title:	Class Teacher
Grade:	Inner London Main/Upper Pay Scale
Hours:	As specified in the STPCD

SECTION B: Responsible for: Teaching Assistants

SECTION C: GENERAL DUTIES

The education and welfare of a group of students in accordance with the requirements of the "Conditions of Employment of School Teachers" having due regard to the requirements of the National Curriculum. To uphold the school's aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the well-being and discipline of all students..

SECTION D: PURPOSE OF THE JOB

- To be an effective and reflective classroom teacher able to demonstrate and share good practice.
- To plan and prepare lessons with regard to individual need, with reference to school policies, national requirements and local policies.

SECTION E: MAIN DUTIES AND RESPONSIBILITIES

- To ensure the maintenance of good order and discipline among all students and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To be aware of the school's and the local Education Authority's Equal Opportunity Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.
- To provide professional leadership and direction within own curriculum area by acting as a good role model
- To ensure that own practice and that of other staff in own area of responsibility improves the quality of education and raises standards through monitoring of teaching and learning.
- To work as part of the Curriculum Management Team in whole school planning for own specialist area.
- To co-ordinate assessment and record keeping procedures in our class and reporting on student's attainment and progress.

- To ensure staff are able to develop professionally by providing INSET in school and seeking out good quality INSET out of school for both teaching and non-teaching staff.
- To prepare for and lead staff meetings where appropriate
- To work with Senior Management Team and SENCO and EMTAG Coordinator's ensuring that the needs of all children are met.
- To prepare displays, prepare assemblies, organise and lead parents meetings as appropriate to promote understanding and development of own area.
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- To manage own budget effectively and efficiently ensuring that financial regulations are adhered to.
- To manage and organise non-teaching staff.
- To establish a partnership with parents involving them in their child's learning through regular communication, after school clubs, workshops and homework etc.
- To be responsible for creating a stimulating environment in which students reach their full potential.
- To be responsible for writing Annual reports on the students assigned to you.
- To be able to work effectively and co-operatively within a multi-disciplinary team.
- This job description may be amended at any time after discussion with you but in any case it will be reviewed one year after appointment.

SECTION F: ACCOUNTABILITY

- Teachers are responsible to the Headteacher and, in her absence or on her behalf, the Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect school and local education policy and Government legislation.

SECTION G: EQUAL OPPORTUNITIES

- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

SECTION H: SAFEGUARDING

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

SECTION I: HEALTH & SAFETY

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

SECTION J: DATA PROTECTION

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

SECTION K: CLASS TEACHER WITH ADDITIONAL RESPONSIBILITIES

Responsibility for the monitoring of _____

In terms of:

- Planning
- Assessment of children's progress and achievement
- Record keeping
- Equal keeping
- Equal opportunities
- Resources

SECTION L: SIGNATURES – JOB DESCRIPTION DISCUSSED AND AGREED

Signature of Post Holder:

Date:

Signature of Supervisor:.....
(Line Manager)

Date:

Class Teacher PERSON SPECIFICATION

ESSENTIAL		
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Primary Training 	
Experience	<ul style="list-style-type: none"> • Experience of Primary/special needs teaching in an inner London school • Evidence of using and being able to develop planning and assessment procedures • Experience of working as part of a team • Experience of working with ethnic minority children • 	
Knowledge, Skills and Competencies	<ul style="list-style-type: none"> • Knowledge and experience of the characteristics of high quality teaching and the willingness to adopt new strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils. • Ability to identify, take direction and respond to key issues affecting children's performance in progress. • Knowledge of delivering the curriculum subjects to students with complex needs. • Ability to set achievable targets and raise standards and enable staff to maintain good planning and assessment procedures. • Good understanding of issues associated with Inner City schools and commitment to promoting equality of opportunity in all aspects of school life. • Knowledge of the legal requirements of the National Curriculum and the foundation Stage. • Understanding of the welfare needs of children with complex learning disabilities and a knowledge of Health and Safety issues • Ability to communicate effectively both orally and in writing with pupils, parents/carers, staff and the wider community • Ability to organise own workload effectively. • 	
Personal attributes	<ul style="list-style-type: none"> • Aptitude to work as part of a team whilst being self-motivated and action orientated. • Commitment, enthusiasm and energy to undertake the duties of this post. • 	