Cobourg Primary School

Cobourg Road, London SE5 0JD

JOB DESCRIPTION

POSITION:	Class Teacher
REPORTS TO:	Phase Leader
RESPONSIBLE FOR:	Teaching a class of up to 30 pupils
GRADE:	Inner London Pay Scale MPR/UPR School Teachers Pay & Conditions

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LEA and school policies.

DUTIES AND RESPONSIBILITIES:

To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document.

To ensure that all teacher standards are met to a high standard. For UPS teachers, it is expected that the post-threshold standards are fully met.

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.

2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

3. To manage additional adults within the classroom.

PRINCIPAL ACCOUNTABILITIES

1. To plan work for the class in accordance with national, LEA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.

2. To ensure a close match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.

3. To make appropriate educational provision for children with SEN and those learning EAL, with support from the Inclusion Manager and EMA Co- ordinators
4. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.

5. To provide children with opportunities to manage their own learning and become independent learners.

6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.

7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.

8. To maintain a high standard of display both in the classroom and in other areas of the school.

9. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.

10. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.

11. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.

12. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.

13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

14. To liaise with support staff both school based, from the LEA & from other external bodies as required.

15. To take responsibility for the management of other adults in the classroom.

16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.

17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

18. To take responsibility for a curriculum subject area as agreed with the Headteacher as detailed below (this will not be a core subject):

    - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum/QCA schemes of work and any other new initiatives from the Department for Education and Skills.

    - In conjunction with the head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area

    - Review the policy and adapt it as appropriate

    - Develop a scheme of work for the subject suitable to the needs of a primary school catering for 3 – 11 year olds

    - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher

    - Offer support and advice to colleagues.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

CONDITIONS OF SERVICE
Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE
Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITIES
The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue: ……..……

Signature of Post holder ……..…..

Signature of Headteacher ……



PERSON SPECIFICATION FOR A CLASS TEACHER AT COBOURG

QUALIFICATIONS

1. Qualified Teacher Status

EXPERIENCE

1. A proven track record of recent and successful class teaching in mixed ability classes of primary age, following the UK National Curriculum.

2. Successful experience of teaching the literacy and numeracy strategies.

KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB

1. Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.

2. Thorough knowledge of the National Curriculum and National Literacy and Numeracy Strategies or Foundation Stage Curriculum

3. Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects

4. Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy.

5. An understanding of equality of opportunity issues and how they can be addressed in schools.

SKILLS AND ABILITIES

1. To demonstrate the skills of a good teacher, including ability to:

   a. Interest, encourage, and engage pupils;
   b. Provide appropriate levels of challenge, so that pupils make good progress;
   c. Use methods and resources that enable all pupils to learn effectively;
   d. Use assessment information effectively to plan next steps in children's learning
   e. Make effective use of time;
   f. Secure high standards of behaviour;
   g. Make effective use of teaching assistants and other support;
   h. Enable pupils to acquire new knowledge and skills;
   i. Enable pupils to develop the skills to work independently and collaboratively;
   j. Enable pupils to develop self-esteem and respect for others;
   k. Create a well-organised, stimulating learning environment.

2. Ability to make a significant contribution to a school ethos that promotes high achievement.

3. A commitment to raising achievement.

4. The ability to work as part of a team in planning and implementing the curriculum.

5. The ability to work within the framework of national and whole school policies to ensure consistency of practice.

6. The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.

7. A commitment to further your own professional development and to the principle of continuous improvement.