

Job Description Class Teacher

Reports to	Year Group Leader
Job Grade	Main Pay Range / Upper Pay Range
Job Purpose:	The Class Teacher will:
Class Responsibilities	<ul style="list-style-type: none"> ● Teach a class of children, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs. ● Maintain the positive ethos and core values of the school, both inside and outside the classroom. ● Contribute to constructive team-building amongst teaching and non-teaching staff, parents and the Community Council. ● Ensure that the current national conditions of employment for school teachers are met.
Duties	<ul style="list-style-type: none"> ● Implement agreed school policies and guidelines; ● Support initiatives decided by the Principal and staff. ● Plan appropriately to meet the needs of all children, through differentiation of tasks. ● Set clear targets, based on prior attainment, for children's learning. ● Provide a stimulating classroom environment, where resources can be accessed appropriately by all children. ● Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning. ● Report to parents on the development, progress and attainment of children. ● Maintain good order and discipline amongst children, in accordance with the school's behaviour policy. ● Be responsible for promoting and safeguarding the welfare of children and young people within the school. Follow local Child Protection procedures by acting on any safeguarding issues and immediately informing the DSL; ● Participate in meetings which relate to the school's management, curriculum, administration or organisation. ● Communicate and liaise with specialists from outside agencies. ● Lead, organise and direct support staff within the classroom. ● Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
Teacher Values	<ul style="list-style-type: none"> ● We do not have a code of conduct for staff. Staff are expected to act with professional integrity at all times and demonstrate a positive attitude that upholds the values of Hillingdon Primary School and The Elliot Foundation Academies Trust (TEFAT).
General Duties Relevant to All Members of Staff	<ul style="list-style-type: none"> ● Share The Elliot Foundation's commitment to safeguarding and promoting the welfare of children and young people; ● Ensure the promotion of equal opportunities and British values in all aspects of school life; ● Challenge poor performance in any area of the school's activity; ● Observe all Health and Safety rules and guidance and take all reasonable care to promote the Health and Safety at work of yourself, other staff and pupils; ● Have an awareness of Data Protection requirements and comply with all the principles of data security as outlined in the General Data Protection Regulations to maintain security of data; ● Any other related duties commensurate with the general level of the post.

Additional Information

- 10% PPA time taught by specialist subject teachers - Foreign Languages and PE.
- This job description has regard to the teaching standards: teachers should be familiar with this document.
- It is an important decision deciding where you would like to work and we are happy to discuss this role further.
- Hillingdon Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this. Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.