



## JOB DESCRIPTION - CLASS TEACHER

**Accountable to:** Headmaster

**Responsible to:** Deputy Head

**Key Responsibilities:** Pastoral and academic oversight of a class. Teaching the core subjects and any other teaching responsibility.

**Safeguarding Statement:** *Safeguarding is Everyone's Responsibility*  
*Lyndhurst School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**Experience:** Qualified Teacher – KS1 / KS2

**Salary:** £35,000

**Hours:** Your normal working hours will fall between the school's opening times of 08:00 to 18:00 during term time only (34 weeks per year), plus INSET days as required.

### Benefits:

- Teachers' Pension Scheme
- Longer holidays (17 weeks!)
- Small class sizes with a maximum of 16-18 in a class
- Family feel/environment
- Potential for positions of responsibility and career growth
- Free parking
- Complimentary lunches
- Staff social events

### Key Duties and Responsibilities:

#### Teaching and Learning

- Provide high quality inspiring teaching and learning, meeting the needs of all children.
- Produce and make available appropriate planning.
- Actively engage in curriculum development.
- Maintain and update an organised and engaging learning environment.
- Ensure that assessment feeds into the planning of learning.
- Establish strong working relationship with parents.
- Communicate with parents honestly and professionally regarding their child's progress and academic achievements.
- Liaise and work collaboratively with other staff in the school to ensure consistency and efficiency in the implementation of all school policies.



## **Pastoral Care**

- Be a positive role model to all, reflecting the school's values and aims.
- Liaise with and report to Deputy Head on issues pertaining to the well-being of all pupils.
- Be the first line of implementation of the School Behaviour Positive Policy and Anti-bullying Policy, responding to and recording appropriately incidents.
- Encourage pupils to value and celebrate everyone's achievements.

## **Health and Safety**

- Maintain a safe learning environment.
- Complete relevant documentation and training as required.
- Under the Health & Safety at Work Act all employees are required to take reasonable care for his/her own health and safety
- Follow and implement the School's Health & Safety policy.

## **General Duties**

- Cover lessons and other duties as required.
- Undertake administration duties.
- Participate in the school's after school care programme.
- Contribute to the wider life of the school.
- Implement all school Policies, paying particular attention to Safeguarding.
- To participate in lesson evaluation by peers and the Deputy Head, following the set protocols
- To attend INSET training as required
- To undergo any other training as reasonably required
- To participate in appraisal meetings with whichever staff member the Headmaster designates to oversee individual staff appraisals

## **Professional Standards**

- Participate in the school's professional review process.
- To welcome prospective parents and visitors into lessons (with the Headmaster or a member of staff designated by him) at any reasonable time
- Continually self-reflective on teaching and professional standards.
- Keep up to date with current educational developments.
- Extend and update personal ICT skills.
- Attend internal and external, staff meetings training courses and INSET.
- To follow all policies, protocols, procedures and regulations as stated in the staff code of conduct
- To maintain professional dress and appearance.
- To maintain mannerly and professional spoken and written relationships with all colleagues.
- To be publicly supportive of the School's mission, aims and aspirations.