LOWER SCHOOL CLASS TEACHER JOB DESCRIPTION

Job Title:	Lower School Class Teacher
Line Manager:	Head of Lower School

Purpose of Job

- Responsible for fostering positive self-esteem and supportive relationships for all pupils, founded upon respect and mutual trust
- Responsible for maximising the academic progress of the pupils they teach by delivering the very highest standards of teaching and learning
- Promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge whilst valuing the contribution that individuals make to the success of the school
- Promote equality of opportunity for all regardless of race, religion or gender and encourage excellence, resourcefulness and perseverance

Duties and Responsibilities

Overall responsibilities

- Promote high standards in all aspects of school life, particularly in pupil progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate pupils, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

Teaching and Learning

- Plan, prepare and evaluate lessons, activities and learning and teaching strategies through the maintenance of a professional teaching plan
- Provide a safe, secure and stimulating environment in which consideration is given to the individual development of all pupils
- Differentiate learning and teaching and associated resources in a manner that challenges and interests the pupils and is appropriate to the needs and skill-levels of pupils
- Take responsibility for learning and teaching and associated resources in a manner consistent with school policies and procedures, including advice and recommendations offered from the Inclusion team
- Apply, where appropriate, IT capability to enhance learning and teaching
- Be open and adaptable to changing circumstances and guidelines

Harrow Schools are committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.

- Contribute to and maintain consistency with internal and relevant external marking schedules and moderation procedures
- Engage pupils fully in the assessment and self-evaluation process
- Carry out a range of formative assessments of pupil's attainment to acknowledge and inform progress.

These assessments are used for:

Feedback to the pupil; Contributing to further planning for individual, group and class work; contributing to whole school planning and target setting; producing records for use in school; reporting to parents and other interested parties; using these records to inform transition from year to year as pupils proceed through the school; writing and maintaining relevant records for individual pupil files and writing reports and references for external agencies.

Pastoral Care and Pupil Management

- Accept fully, the established Harrow philosophy that children should be treated in such a way that always maintains their dignity
- Monitor the work of class pupils, providing guidance, advice and support, fostering self-esteem
- Write and maintain relevant records for individual pupil files and writing reports
- Motivate pupils through praise, displaying an interest in the pupils and the presentation of well-structured stimulating lessons and activities
- Lead moral education sessions for small groups or the whole class as required
- Communicate and consult with parents on a regular basis maintaining records as appropriate
- Value and promote links with charities and the community
- Communicate and consult with the Inclusion team in order to implement recommendations
- Actively maintain the high standards of behaviour and dress of pupils in the classroom and in all school locations and activities
- Follow policies with regard to the health and safety of pupils both on and off the school premises when pupils are under the school's jurisdiction
- Take a pastoral interest in pupils in curriculum and extra-curricular activities and around the school environs so that they feel noticed, valued and cared for
- Participate in meetings for any of the purposes above

Accountability

- Be respectful of the needs of colleagues and the school with regards to cooperation, collegiality, deadlines and team cohesion
- Participate positively in meetings, follow policies and generally contribute to the effective and efficient running of the school

- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Engage positively in, and contribute to, INSET activities offered by the school
- Enthusiastically contribute to cross-curricular links and initiatives, and extracurricular activities
- Be involved in new initiatives within the school as part of ongoing professional development
- Take an active interest in maintaining subject knowledge, learning networks and current educational research
- Constructively contribute towards school developments and to implement agreed whole school policies and initiatives
- Contribute and respond positively to the outcomes of the school's self-evaluation reviews and inspection
- Behave in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of Harrow
- Be proactive in maintaining and developing your IT capability in line with the Digital Learning Strategy

Other Responsibilities

- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Master/Mistress deems necessary for the effective operation of the school

Requirements

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Working knowledge of the National Curriculum of England including EYFS, KS1 and KS2
- Evidence of relevant and challenging continuing professional development

Knowledge and experience

- Minimum two years' teaching experience
- Be aware and up to date in all relevant safeguarding polices and practice
- Knowledge and experience of how to use of ICT effectively in promoting pupil learning
- Recent and consistent involvement in extracurricular activities
- Previous experience or knowledge of working with pupils for whom English is not their first language

Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- The ability to inspire pupils through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes
- A positive and solution-focused attitude to working life

- Highly motivated, ambitious and collaborative
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.