

**The Henry Moore Primary School
Harlow Inspirational Learning Trust**

Job Description

Class Teacher Mainscale



Responsible to: The Head Teacher

Duties: The Conditions of Employment of School Teachers specify the general professional duties of School Teachers. In addition, certain particular duties are reasonably required to be executed and completed in a satisfactory manner.

Teacher's Standards. To meet the current national Teacher's Standards.

Particular Duties:

1. To set high standards in all areas of the curriculum and develop good professional relationships with children.
2. To have a stimulating learning environment with a variety of displays-supportive and reflecting the work of the children.
3. To plan, mark, and assess the children's work on yearly, half termly, weekly and daily basis, appropriate to the levels in the class and within the policy agreed by the school.
4. To set targets and programmes of work for all children including children with specific needs.
5. To keep concise records of progress made or activities experienced for each child.
6. To expect the highest standards of self-discipline from the children and encourage them to take responsibility wherever possible.
7. To work with colleagues as part of a team generally and in drawing up policy statements, aims and objectives for areas of the curriculum.

- 8 To work with colleagues to develop and maintain systems for reviewing the curriculum and record keeping.
- 9 To work with colleagues to monitor the progress and quality of work produced by children with regard to the National Curriculum and to develop assessment techniques.
- 10 To develop your teaching career both professionally and personally.
- 11 To be responsible for the pastoral care of children in your class.
- 12 To maintain a working partnership with parents.
- 13 Safeguarding. To monitor children with a view to reporting to the Head Teacher (Designated Person) or Assistant Head Teacher (Deputy Designated Person), any child who shows signs of being 'at risk'.
- 14 To share knowledge of children within your class, with other colleagues/professionals.
- 15 To bring to the attention of the Head Teacher, any children who may need the help of outside agencies.
- 16 To attend staff meetings/ensure that you are aware of discussions/decisions made at meetings.
- 17 To undertake Subject Leader role to the standard expected at the school.
- 18 To work collaboratively with/at other schools in the Trust and beyond.

Person Specification

Job Title and Grade	Mainscale Teacher
Qualifications	DFE Qualified Teacher Status
Responsible to	Head Teacher
Responsible for:	<p>Educational, emotional and social development of each of the children which form the class allocated for each specific academic year.</p> <ul style="list-style-type: none"> • Various curriculum areas with the changing needs

	of the school.
Teaching ability and curriculum understanding	<ul style="list-style-type: none"> • evidence of highly effective, successful classroom practice • a clear understanding of the NC, planning, assessment and of modern truly interactive primary school teaching techniques • knowledge and experience of curriculum planning and assessment with particular regard to Key stages 1 and 2. • desire and ability to work closely as part of a team • awareness of national trends and developments • high expectations of self, pupils and staff • clear and balanced views about pupil welfare and discipline • understanding of child development and ability to recognise and respond to the individuality of pupils • a commitment to the integration of children with special educational needs in mainstream school environment • evidence of commitment to personal and professional development • commitment to the involvement of parents in their children's learning • ability and willingness to teach across Key stages 1 and 2. • A good understanding of and commitment to interagency working
Personal qualities	<ul style="list-style-type: none"> • well developed interpersonal skills and the ability to develop and maintain good relationships with staff, parents, and pupils • personal and professional integrity and attitude • ability to work under pressure while maintaining a cheerful disposition • excellent organisational skills • flexible attitude towards responsibilities in school

Management skills	<ul style="list-style-type: none"> • Awareness of the process of inspections of schools for monitoring and evaluating the quality of a school • knowledge and experience of identifying and ordering equipment/resources and being a budget holder • To be able to monitor, evaluate, lead and develop subject/s within the school • an understanding of the role of governors • experience in leading meetings (e.g. curriculum) • experience of managing adults in the classroom • experience of managing, supporting and developing colleagues
Other qualities	<ul style="list-style-type: none"> • commitment to the job and the school • ability and commitment to work closely with, and support the Head and colleagues. • Willingness to contribute to all areas of school life. • strong commitment to the importance of the school as part of the community of Harlow • a strong belief in the importance of the development of the emotional, cultural/spiritual/sporting interests of the child • a sense of balance - with a life outside of school • sense of humour! • Someone who will fit in with The Henry Moore team!

ME November 2020