

# HEYBRIDGE PRIMARY SCHOOL



ASPIRE - BELIEVE - ACHIEVE

## Class Teacher Job Description

### **Teaching**

- planning and preparing lessons in line with school policies and schemes of work;
- teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils and setting of individual and group targets;;
- provide a stimulating learning environment to promote pupils self motivation and independent thinking

### **Other activities**

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- providing guidance and advice to pupils on educational and social matters, including information about sources of more expert advice on specific questions in consultation with the headteacher;
- making relevant records and reports to include the personal and social needs of pupils;
- communicating and consulting with the parents/carers of pupils;
- communicating and co-operating with persons or bodies outside the school;
- participating in meetings arranged for any of the purposes described above;
- taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

### **Assessments and reports**

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

### **Performance management and continued professional development**

- participating in arrangements made in accordance with regulations for the appraisal of his/her performance taking personal responsibility for identification of learning, development and training opportunities in discussion with the head teacher

### **Discipline, health and safety**

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

### **Staff meetings**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

#### **Cover**

- subject to the terms of the Teachers' Pay and Conditions document, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;

#### **Public examinations**

- participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments;
- participating in arrangements for pupils' presentation for and supervision during such examinations;

#### **Administration**

- participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials; and attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

#### **General**

- comply with individual responsibilities, in accordance with the role for all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head teacher

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade

***The Local Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.***

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***"Working Together for Children"***

## **Class Teacher Person Specification**

### ***Qualifications***

- Qualified teacher with a degree or equivalent qualification
  - Evidence of continued professional development
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### ***Experience***

- Classroom teaching experience can include teaching practice
  - An understanding of the Primary Strategy and current education developments
  - An understanding of child development
  - Assessment and monitoring of achievement through recognised methodologies
  - Use of IT in teaching
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### ***Communication skills***

- Communicate effectively, written and oral, with a variety of groups including parents
  - Communicate positively and supportively with children
  - Negotiate and consult with children and adults
  - Motivate and encourage children and adults
  - Deal sensitively with others
  - Standard English
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### ***Working with Children***

- Insistence on high standards of expectations of children
- Knowledge of behaviour management strategies and their importance
- Run a well organised and managed classroom where children are encouraged to be independent learners
- A creative approach to learning
- Understand and support the differences in individual needs

### ***Working with Others***

- Ability to forge networks and links with internal and external partners
- Ability to form appropriate and productive relationships with relevant groups – Children/Parents/carers/colleges and Governors
- Ability to work within a team and/or independently

### ***Attributes & Self-management***

- Energy, vigour and perseverance
  - Personal impact and presence
  - Time management and prioritising
  - Flexible and innovative
  - Willingness to take part in the life of the school
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### ***Promoting the Welfare of Children***

- A commitment to safeguarding and promoting the welfare of children
  - Clear understanding of Inclusion and how it can be implemented in everyday practice
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### ***Equal Opportunities***

- Commitment to equality of opportunity and strategies for Inclusion

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