

# Kelvedon Hatch Community Primary School

School Road  
Kelvedon Hatch  
Brentwood  
Essex  
CM15 0DH



T: 01277 372341  
E: office@kelvedonhatch.essex.sch.uk  
W: www.kelvedonhatch.essex.sch.uk

Headteacher: Mrs C. J. Jaques

## Job Description

Title of post: Class teacher

Responsible to: Headteacher

Under the direction of the Headteacher, the classroom teacher will be responsible for the following main tasks:

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To teach pupils between Foundation Stage and the end of Key Stage Two.
- To share responsibility for the welfare and safety of all the children in the care of the school.
- To be an effective, successful and creative teacher catering for the needs of the children in the class.
- To use teaching methods that keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- To select and make good use of resources, including IT, which enable learning objectives to be met.
- To assess how well learning objectives have been achieved and use this assessment to inform future teaching.
- To teach within the framework of the school policies and procedures.
- To set high expectations for pupils' behaviour, establishing and maintaining good standards of discipline through well-focused teaching and through positive and productive relationships.
- To plan and prepare short, medium and long term learning for the children.
- To work effectively as part of the school team.
- To plan and resource a classroom environment that will stimulate learning.
- To establish and maintain good relationships with children, parents and colleagues in line with the principles of inclusion.
- To attend parents' meetings, giving feedback and setting targets with parents.
- To monitor children's progress, keep meaningful records, evaluate progress and performance and set targets for improvement in line with school policy.
- To recognise the individual needs of each child within a class.
- To accept responsibility for the development of a curriculum area.
- To make a positive contribution to the wider life and ethos of the school.
- To have a commitment to continuing professional development and to keep up to date with research and developments in learning and teaching.
- To undertake any other suitable duties that the Headteacher may require from time to time.

*The Strategic Intervention Board is committed to:*

- *safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;*
- *promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;*
- *the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.*

*and expects all staff, volunteers and other workers to share this commitment.*

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Degree.</li> <li>• Successful teaching experience across the primary age range.</li> <li>• Evidence of recent training, relevant to the role.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum and Early Years Foundation Stage curriculum.</li> <li>• Knowledge of effective teaching and learning strategies.</li> <li>• A good understanding of how children learn.</li> <li>• Ability to adapt teaching to meet pupils' needs.</li> <li>• Ability to build effective working relationships with pupils.</li> <li>• Knowledge of guidance and requirements around safeguarding children.</li> <li>• Knowledge of effective behaviour management strategies.</li> <li>• Good IT skills, particularly using IT to support learning.</li> <li>• Effective written and verbal communication skills.</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school.</li> <li>• Develop effective professional relationships with colleagues.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to securing the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• High expectations for children's attainment and progress.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> <li>• Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.</li> <li>• Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.</li> <li>• Understand and act within the statutory frameworks setting out their professional duties and responsibilities.</li> </ul>