

BESSEMER GRANGE PRIMARY SCHOOL

Class Teacher

Principles

A Class Teacher will be expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document 1996, and under the reasonable direction of the Headteacher.

In fulfilment of all responsibilities and duties, a Class Teacher should show a commitment to the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

This Job Description identifies exhaustively the responsibilities of the post. It will be reviewed annually by the Headteacher and Governing Body and may be subject to amendment as the needs of the school require, but only after full consultation with all teachers concerned. LEA grievance procedures applies in relation to any dispute arising in connection with this Job Description.

Responsibilities

It is the responsibility of a Class Teacher to

TEACH a class of pupils to develop knowledge skills understanding and abilities to the highest level, within a secure and challenging environment.

UNDERTAKE associated pastoral and administrative duties and general responsibilities as agreed with the Headteacher.

SET high expectations which challenge pupils.

MAINTAIN good order in the classroom and around the school with due regard to the school's policy on behaviour and discipline.

PROVIDE a good role model for pupils.

SAFEGUARD THE HEALTH AND SAFETY of self and others in accordance with the school's Health and Safety Policy.

Duties

It is the duty of a Class Teacher to

PLAN

- teaching programmes on a termly and weekly basis in accordance with school policies and schemes of work, and the demands of the National Curriculum.
- programmes of work and activities for pupils according to their educational needs.
- differentiation within activities so that all children are able to develop their full potential.
- for the progression of pupils within and between activities.
- educational visits and visitors appropriate to ongoing work.

BESSEMER GRANGE PRIMARY SCHOOL

PREPARE

- appropriate teaching materials.
- activities for pupils matched to their individual needs.

ORGANISE

- the classroom environment.
- the use and storage of books and other teaching materials within the classroom.
- the learning experiences of all pupils.
- educational visits including a residential visit for pupils in Year 6.

IMPLEMENT

- planned teaching programmes using a variety of methods appropriate to the needs of the class.
- planned programmes of work and activities matched to pupils' educational needs.
- the school's policy with regard to pastoral support.
- the school's policy on behaviour and discipline, including the use of appropriate praise or sanctions for pupils work and behaviour.
- planned educational visits including a residential visit for pupils in Year 6.

MONITOR AND ASSESS

- the achievements and progress of individual children with reference to the arrangements in use in the school and the requirements of the law.
- pupils performance through the completion of Standard Assessment Tasks/Tests in Year 2 and Year 6.

SUPPLY THE FOLLOWING INFORMATION

- daily attendance records.
- termly and weekly planning records to be shown to the Headteacher.
- oral and written reports to parents.
- records of progress and performance and annotated samples of work for inclusion in the school's portfolio.
- documentation necessary for transfer to secondary education in Year 6.
- oral and written reports to any other agencies entitled to such information.

ATTEND THE FOLLOWING MEETINGS – (if applicable)

- meetings as required relating to the curriculum, administration and organisation termly parents' meetings.
- meetings on National Curriculum Standard Assessment Tasks/Tests for parents of pupils in Year 2 and Year 6.
- meetings with parents of pupils at Stage 2 or above on the Special Educational Needs Register.

BESSEMER GRANGE PRIMARY SCHOOL

DEVELOP PERSONALLY AND PROFESSIONALLY THROUGH

- reflection on own practice and private study.
- participation in the school's teacher appraisal programme.
- participation in appropriate in-service education programmes.

SAFEGUARDING

- "To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Southwark Safeguarding Children Board"

Relationships

A Class Teacher is required to

BE RESPONSIBLE TO

- the Headteacher.

CO-OPERATE WITH

- the Headteacher.
- all colleagues, both teaching and non-teaching.
- subject and area co-ordinators.
- invited advisors offering support for curriculum development.
- inspection teams.

TAKE RESPONSIBILITY FOR

- the organisation and supervision of work of classroom assistants supporting the class.
- the organisation and supervision of work of students assisting the class.
- the organisation and supervision of work of voluntary helpers assisting the class.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of an in compliance with the school's Equal Opportunities Policies.

- To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board

BESSEMER GRANGE PRIMARY SCHOOL
PERSON SPECIFICATION FOR CLASSTEACHER

QUALIFICATIONS

- Qualified Teacher Status.

EXPERIENCE

1. A proven track record of recent and successful class teaching in mixed ability classes of primary age (or of successful training for NQTs).
2. Successful experience of teaching the literacy and numeracy strategies.

KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB

1. Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.
2. Thorough knowledge of the National Curriculum and National Literacy and Numeracy Strategies or Foundation Stage Curriculum
3. Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects
4. Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy.
5. An understanding of equality of opportunity issues and how they can be addressed in schools.

SKILLS AND ABILITIES

1. To demonstrate the skills of a good teacher, including ability to:
 - a. Interest, encourage and engage pupils;
 - b. Provide appropriate levels of challenge, so that pupils make good progress;
 - c. Use methods and resources that enable all pupils to learn effectively;
 - d. Use assessment information effectively to plan next steps in children's learning
 - e. Make effective use of time;
 - f. Secure high standards of behaviour;
 - g. Make effective use of teaching assistants and other support;
 - h. Enable pupils to acquire new knowledge and skills;
 - i. Enable pupils to develop the skills to work independently and collaboratively;
 - j. Enable pupils to develop self-esteem and respect for others;
 - k. Create a well organised, stimulating learning environment.
2. Ability to make a significant contribution to a school ethos that promotes high achievement.
3. A commitment to raising achievement.
4. The ability to work as part of a team in planning and implementing the curriculum.

BESSEMER GRANGE PRIMARY SCHOOL

5. The ability to work within the framework of national and whole school policies to ensure consistency of practice.
6. The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.
7. A commitment to further your own professional development and to the principle of continuous improvement.