

**DIOCESE OF SOUTHWARK**  
**London Borough of Lambeth**  
**ST SAVIOUR'S CHURCH of ENGLAND PRIMARY SCHOOL**

**JOB DESCRIPTION FOR A CLASS TEACHER**

**Responsible to: The Headteacher and other Senior Leaders**

**Salary: Inner London Main Pay Scale**

**KEY PURPOSE OF THE JOB**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

**MAIN ACTIVITIES**

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on children's progress to senior staff and to parents and carers, in accordance with school policy.
3. To manage additional adults effectively within the classroom.
4. To take responsibility for maintaining a high standard of discipline, both in the classroom and around the school, in accordance with whole school policies.

**SPECIFIC RESPONSIBILITIES**

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure an accurate match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To ensure that children progress quickly to the next steps in their learning, by effectively using a range of Assessment for Learning strategies.
4. To make appropriate educational and inclusive provision for children with SEN and those learning EAL, with support from Senior Leadership and SEN teams, and/or external agencies.
5. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.

6. To plan and deliver a curriculum that ensures that children progressively develop the skills of higher order thinking and are able to apply these effectively across the curriculum.
7. To ensure that the provision and resources used within the curriculum are reflective of a global community and effectively prepare children to be fulfilled, secure and proactive members of a multicultural society.
8. To support the Christian ethos and values of the school.
9. To teach or support the teaching of Religious Education in accordance with Diocesan Guidance.
10. To provide children with opportunities to manage their own learning and become independent and self-motivated learners.
11. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
12. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
13. To maintain a high standard of display both in the classroom and in other areas of the school.
14. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
15. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
16. To mark children's work, assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
17. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
18. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
19. To liaise with support staff both school based, from the LA & from other external bodies as required.
20. To take responsibility for the effective management of other adults in the classroom, in order to maximise support for children's learning.
21. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
22. To attend staff meetings, team meetings and other meetings, as required, in order to fulfil any of the purposes described above.

23. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

### **KEY ORGANISATIONAL OBJECTIVES**

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

### **CONDITIONS OF SERVICE**

These are governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### **SPECIAL CONDITIONS OF SERVICE**

#### **Equal Opportunities**

To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

#### **Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

#### **Health and Safety**

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

## ST SAVIOUR'S CE PRIMARY SCHOOL

### PERSON SPECIFICATION FOR CLASS TEACHER

#### 1. QUALIFICATIONS

- a. Qualified Teacher Status.

#### 2. EXPERIENCE

- a. A proven track record of recent and successful (good or outstanding) class teaching or teaching practice.
- b. Successful experience of teaching English and Mathematics within the National Curriculum.

#### 3. KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB

- a. Good understanding of current theory and pedagogy of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.
- b. Thorough knowledge of the National Curriculum
- c. Very good subject knowledge of core National Curriculum subjects, including Computing, and sound knowledge of foundation subjects
- d. Understanding of effective strategies for maintaining high standards of discipline, both within the classroom and around the school, in accordance with whole school policies.
- e. An understanding of the principles and practice to ensure that Assessment for Learning is used effectively to maximise pupil progress.
- f. An understanding of equality of opportunity issues and how they can be addressed in schools.
- g. An understanding and commitment to inclusive primary practice.

#### 4. SKILLS AND ABILITIES

- a. To demonstrate the skills of a good or outstanding teacher, including ability to:
  - Interest, encourage and engage children;
  - Provide appropriate levels of challenge, so that children make good progress;
  - Adapt the curriculum to meet the needs of individuals and year groups with regard to SEN and EAL;
  - Use methods and resources that enable all children to learn effectively;

- Mark children's work and use assessment information effectively to plan next steps in children's learning in accordance with school policies
  - Make effective use of time;
  - Secure high standards of behaviour;
  - Make effective use of teaching assistants and other support;
  - Enable children to acquire new knowledge and skills;
  - Enable children to develop the skills to work independently and collaboratively;
  - Enable children to develop self esteem and respect for others;
  - Create a well organised, stimulating learning environment.
- b. Ability to make a significant contribution to a school ethos that promotes high achievement.
- c. Ability to promote the Christian values and aims of this Church School.
- d. Ability to create a safe place for the teaching and learning of Religious Education.
- e. A commitment to raising achievement.
- f. The ability to work as part of a team in planning and implementing the curriculum.
- g. The ability to work within the framework of national and whole school policies to ensure consistency of practice.
- h. The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.
- i. A commitment to further your own professional development and to the principle of continuous improvement.