



JOB DESCRIPTION

Job title: Class teacher	Salary range: Inner London Pay Scale
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The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose
<p>To carry out professional duties and to have responsibility for an assigned class. To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities. To promote the aims and objectives of the school and maintain its philosophy of education.</p>

Main duties and responsibilities
<ul style="list-style-type: none"> • To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning. • To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects. • To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations. • To maintain good order and discipline among the pupils, safeguarding their health and safety. • To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities. • To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning. • To maintain the school's system of monitoring, assessment, record-keeping and reporting of children's progress, and follow the school's marking policy. • To prepare appropriate records for the transfer of pupils. • To ensure effective use of support staff within the classroom. • To participate in staff meetings as required. • Contribute to the development and co-ordination of a particular area of the curriculum. • To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Every member of staff at Walnut Tree Walk has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive school and strive for excellence.

Name: _____

Signed: _____

Date: _____



PERSON SPECIFICATION

Job Title: Class teacher (Primary)	Salary range: Inner London Pay Scale
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	Qualified teacher status A degree or equivalent qualification	Evidence of in service professional development
Knowledge (Knowledge, abilities, skills, experience)	A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively. A thorough understanding of the national curriculum and a range of assessment requirements and arrangements. Knowledge and understanding of equal opportunities, multicultural education and inclusion. Knowledge of computer software	Thorough knowledge and understanding of the National Curriculum, Foundation Stage

	<p>relevant to the curriculum</p> <p>Knowledge and understanding of the potential of computer technology to enhance the curriculum.</p> <p>Know the legal requirements, national policy and guidance on the safeguarding of children.</p>	
Skills and Abilities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>High expectations for children's attainment and progress</p> <p>Ability to prepare and plan effectively.</p> <p>Good organisational skills</p> <p>Ability to prioritise and manage time effectively.</p> <p>Ability to work as part of a team</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	
Work-related Personal		

Requirements	Suitability to work with children.	
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