

## Grange Primary School Class teacher Job Description

<b>Post Title</b>	Teacher
<b>Grade</b>	MPS + TLR
<b>Department</b>	Education
<b>Responsible to</b>	Head Teacher

### Role Summary:

- To have responsibility for teaching a class (see Class Teacher Job Description and Person Specification).
- To ensure the school fully delivers the National Curriculum for designated subject area(s).
- To support staff with delivering high quality teaching and support for pupils.
- To monitor standards of Teaching and Learning for designated subject area(s).
- To analyze and interpret relevant school, local and national data.
- To liaise with colleagues, parents, external agencies and other schools to co-ordinate their contribution to designated subject area(s).

### Key Purpose of the Job

1. To take responsibility for the education and welfare of designated children in accordance with the School's Teachers' Pay and Conditions document and the Professional Standards for Teachers.
2. To have an excellent understanding of the National Curriculum, School and LA policies.
3. To assist the Head Teacher in the strategic development of designated subject area(s) with the aim of raising achievement for all pupils.

### Accountabilities

1. To be responsible to the Head Teacher and Governing Body and to participate in the school's performance management.

### Strategic Direction and Development of the School

1. Assist in formulating the school aims and objectives and policies for their implementation – particularly those relating to designated subject area(s).
2. Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
3. Assist in giving strategic direction to develop a positive and constructive partnership with parents and the local community.

### **Teaching and Learning**

1. Support the identification and dissemination of the most effective teaching approaches for designated subject area(s).
2. Teach a class, modelling highly effective practice.
3. Work with SLT to ensure that there are high and realistic expectations of pupils in designated subject area(s).

### **Professional Conduct**

1. Adhere to the Grange Primary Code of Conduct at all times.
2. Be aware of the high profile of Grange Primary and to uphold its standards at all times.
3. Work effectively as a member of a growing team by establishing and maintaining good working relationships and to ensure that care is taken when communicating with others to avoid any unnecessary conflict.
4. Encourage an atmosphere of supportive co-operation and respect.
5. Ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.
6. Ensure that punctuality is maintained throughout the day.
7. Manage own workload and plan time effectively.

### **Leading and managing**

1. Provide professional guidance to staff to secure outstanding teaching of designated subject area(s), through both written guidance and meetings.
2. Advise on and contribute to the professional development of staff, including whole school INSET provision.
3. Provide regular information to the SLT on the evaluation of the curriculum, standards of teaching and learning and pupil achievement in designated subject area(s).
4. Participate where appropriate in the appointment of teaching and support staff.
5. Be involved in the induction and mentoring of staff, students and volunteers.

### **Effective deployment of staff and resources**

1. Advise the SLT on priorities for deployment of staff, and utilise resources with maximum efficiency.
2. Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and designated subject policies.
3. Work with external agencies to maximise resources made available.

### **Curriculum Development**

1. Contribute to the development, organisation and implementation of the school's curriculum.
2. Contribute to the development of classroom practice through a range of coaching methods.
3. Ensure that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for all pupils in designated subject areas.
4. Lead a curriculum subject

### **Other professional requirements**

1. Exercise a key role in assisting the SLT with the strategic development of policy / provision for designated subject area(s).
2. Provide professional advice and support and identify training needs.
3. Lead parent workshops to develop home learning and a positive partnership between school and home.
4. Lead special events linked to designated subject area(s).
5. Undertake other duties as directed by the Head Teacher.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

**Special Conditions of Service**

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.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

The offer of the post is subject to the receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.

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**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council’s Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

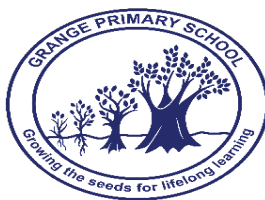
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Signed: \_\_\_\_\_  
Post holder

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Head Teacher

Date: \_\_\_\_\_



## PERSON SPECIFICATION

The following details are the essential and desirable criteria, which will be used to select the candidate(s) for this post.

<b>Attributes</b>		<b>Evidence</b> A= Application I = Interview O= Observation
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Recent Primary teaching experience</li> </ul>	E E	A A
<b>Professional Knowledge and Experience</b> Experience of: <ul style="list-style-type: none"> <li>• Working both as a team member and team leader</li> <li>• Working with outside agencies</li> <li>• Raising attainment for all pupils</li> </ul> The ability to: <ul style="list-style-type: none"> <li>• Identify individual staff, pupil and whole school needs and act upon them to raise standards</li> <li>• Effectively manage pupil’s behaviour in a positive manner with consistent, clear boundaries following the school’s behaviour management policy</li> <li>• Be a consistently good or outstanding classroom teacher</li> <li>• Guide staff in their delivery of the curriculum</li> <li>• Communicate both verbally and in writing to a range of audiences</li> <li>• Make professional use of ICT including assessment and recording systems</li> </ul>	D E E  E  E  E E E E	A / I A A / I  A  A  O A A / I A / I
<b>Personal Characteristics</b> <ul style="list-style-type: none"> <li>• Well organised, calm and positive</li> <li>• Effective team leader/member</li> <li>• Ability to work on own initiative and be flexible in approach</li> <li>• Have high expectations of all pupils, staff and self</li> </ul>	E E E E	I A / I A / I A / I / O
<b>Commitment</b> <i>Demonstrate a commitment to:</i> <ul style="list-style-type: none"> <li>• Promoting parental and local community involvement</li> <li>• Working as part of a team with teaching and support staff</li> <li>• Furthering your own professional development</li> <li>• Promoting and safeguarding the welfare of children and young people within the school</li> </ul>	E E E E	A A / I A I

All experience should be recent. The appointment and interview process will be value-based to ensure the successful candidate’s values and attitudes are in line with those at Grange Primary School. Issues relating to safeguarding and promoting the welfare of all children will also be thoroughly explored.