

## Job Description

<b>POST TITLE:</b>	<b>CLASS TEACHER</b>
<b>MAIN PURPOSE:</b>	Teach in a manner that ensures pupil learning and social needs are met; Promote the highest standards of behaviour in order to create a calm working environment in the school, and to ensure an atmosphere conducive to learning.
<b>RESPONSIBLE TO:</b>	<b>Key Stage Team Leader Core SLT (Assistant Head of School, Deputy Head of School, Head of School)</b>
<b>RELATIONSHIPS WITH:</b>	Executive Headteacher Head of School (Primary Phase) Deputy Head of School; SENDCo (Primary Phase) Assistant Head of School (Primary Phase) Primary Phase SLT Teaching Assistants Support staff Other Teachers Parents / Other agencies

### MAIN RESPONSIBILITIES:

1. Teach a class of pupils ensuring that planning, preparation, recording, assessment and reporting meet their varying age, learning and social needs.
2. Maintain the positive ethos and core values of the school, both inside and outside the classroom ensuring equality of opportunity for all.
3. Contribute to constructive team-building amongst teaching and support staff, parents and governors.

### TEACHER RESPONSIBILITIES:

1. Ensure pupil entitlement to the appropriate Key Stage and the National Curriculum is provided.
2. Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
3. Be able to set and monitor clear targets, based on prior attainment, for pupils' learning.
4. Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
5. Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
6. Report to parents on the development, progress and attainment of pupils.
7. Maintain good order and discipline amongst all pupils in the school, in accordance with the school's behaviour policy.
8. Deliver the schemes of work using the agreed teaching methods.
9. Ensure resources are adequate, appropriate, audited and stored for curricular use.
10. Participate in meetings which relate to the school's management, curriculum, administration or organisation.
11. Communicate and co-operate with specialists from outside agencies.
12. Lead, organise and direct support staff within the classroom.

13. Participate in the appraisal/performance management system for the appraisal of their own performance.
14. Implement agreed school policies and guidelines.
15. Support initiatives decided by the Senior Leadership Team.
16. Ensure consistent awareness of risk assessments and complete them as appropriate.
17. Ensure that safeguarding and child protection procedures are consistently followed.
18. Be committed to personal development through CPD.
19. Support events organised by the school.

#### **GENERAL NOTES:**

1. The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document, Burgundy Book and other conditions of service for teachers and are additional to the general duties and responsibilities of a Teacher;
2. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
3. These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

*Hampton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).*

## Person Specification

POST TITLE: CLASS TEACHER

You will love working with children, and you will relish the satisfaction that comes from helping them to develop and to learn. You will be committed to our idea that fun is an important factor in learning. The successful candidate will be an integral part of the school and can expect the support needed to develop their career.

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree, namely 2:1 or better</li> </ul>
<u>Experience</u>	<ul style="list-style-type: none"> <li>• Teaching within primary age range</li> </ul>	<ul style="list-style-type: none"> <li>• Currently working or training in UK state primary school</li> <li>• Experience of working in Key Stage 2</li> </ul>
<u>Knowledge and understanding</u>	<ul style="list-style-type: none"> <li>• The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)</li> <li>• Statutory National Curriculum requirements at the appropriate Foundation/Key Stage</li> <li>• The monitoring, assessment, recording and reporting of pupil progress</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection</li> <li>• The positive links necessary within school and with all stakeholders</li> <li>• Effective teaching and learning styles</li> </ul>	
<u>Skills</u>	<ul style="list-style-type: none"> <li>• Ability to promote the school's aims positively</li> <li>• Ability to develop good personal relationships within a team</li> <li>• Ability to establish and develop close relationships with parents, governors and the community</li> <li>• Effective communication skills (both orally and in writing) to a variety of audiences</li> <li>• Ability to create a happy, challenging and effective learning environment</li> </ul>	

<u>Personal characteristics</u>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Enthusiastic</li> <li>• Able to motivate self and others</li> <li>• Calm under pressure</li> <li>• Well-organised</li> </ul>	
<u>Safeguarding Competencies</u>	<ul style="list-style-type: none"> <li>• Demonstrates empathy for the concerns of others</li> <li>• Shows respect for other's feelings, views and circumstances</li> <li>• Seeks and uses professional support appropriately</li> <li>• Can demonstrate flexibility of approach</li> <li>• Shows a personal commitment towards safeguarding children</li> </ul>	