

## Newham Community Learning - Job Description

<b>Job title:</b>	Class Teacher
<b>Grade:</b>	MPS
<b>Location:</b>	School Based
<b>Job description reviewed by:</b>	CEO and Executive Headteacher
<b>Is a person specification included?</b>	Yes
<b>Date reviewed:</b>	March 2026



[newhamcommunitylearning.org](https://newhamcommunitylearning.org)

Tel: 0203 102 4002 | Email: [ceo.pa@newhamcommunitylearning.org](mailto:ceo.pa@newhamcommunitylearning.org) | [@NCLTrust](https://twitter.com/NCLTrust)  
Newham Community Learning, Pretoria Road, London E16

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## **JOB DESCRIPTION AND PURPOSE – Class Teacher**

**Grade: M1 - 6**

**Based at: School based**

**Reports to:** Head of Department

**Liaison with:** Heads of School at both Rokeby and Eastlea, Leadership staff

**Responsible for:** Class teaching and learning and progress of students in the respective curriculum area

**Budget:** None

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

### **PROTECTING OUR CHILDREN - SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

### **PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

### **EQUAL OPPORTUNITIES**

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

### **DATA PROTECTION**

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction



to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

## **PURPOSE OF JOB**

### **Key tasks and accountabilities**

1. To deliver high quality teaching and learning and secure excellent progress and well-being for all students at both Eastlea and Rokeby schools as required.

In this role, the postholder will carry out and/or have oversight of the following specific duties:

#### **Duties and responsibilities**

**Through working under the supervision of the Head of Department, Faculty or core subject leader to ensure that the following are completed across both Rokeby and Eastlea:**

#### **Attainment and Progress**

- Secure excellent progress and attainment for all students, including those with SEND, ensuring that achievement gaps are relentlessly diminished.
- Use internal and external data effectively to track student performance and implement timely, well-judged interventions.
- Ensure all learners acquire curriculum knowledge quickly and in-depth, while developing core literacy, communication, and numeracy skills.
- Ensure all learners develop literacy, communication and numeracy skills.

#### **Teaching, curriculum and assessment**

- Meet all Professional Standards for Teachers and deliver consistently secure or better lessons.
- **Collaborative Planning:** Play an active role in collaborative planning processes to ensure consistency in teaching and learning across the subject:
  - Resource Development: Work effectively within the curriculum team to develop and share high-quality lesson plans and resources that are imaginative, stimulating, and meet the needs of the whole ability range.
  - **Schemes for Learning:** Contribute to the design, implementation, and evaluation of coherent and sequential schemes for learning in line with agreed subject formats.
- Maintain an up-to-date knowledge of the subject and be proactive in shared curriculum

- development, ensuring units of work are regularly monitored and reviewed for impact
- Take active steps to keep students safe and eradicate all forms of bullying

### **Personal Development, Behaviour and Welfare**

- Establish a positive learning environment where students learn and thrive in an atmosphere of dignity and respect.
- Manage student behaviour through a consistent, systematic approach in line with whole-school policy.
- Act as a role model for students, demonstrating the highest standards of attendance, punctuality, and professional conduct.
- Take active steps to keep students safe and eradicate all forms of bullying

### **Teamwork and Professional development**

- Work effectively and positively with the curriculum team and other staff to support the broader aims of the school and Trust.
- Reflect on the quality of your own teaching and be proactive in seeking feedback through coaching, mentoring, and professional dialogue.
- Participate actively in team meetings, contributing to the dissemination of best practice and new developments in the subject
- Meet the statutory requirements for safeguarding.

### **Statutory and Trust-Wide Duties**

- Safeguarding: Maintain an "it could happen here" attitude, acting in the best interests of the child at all times.
- Equality and Diversity: Champion social inclusion and ensure the Equality Duty is adhered to in all aspects of classroom life.
- Data Protection: Comply with UK GDPR and Trust principles regarding the handling of personal information.

### **Other areas of responsibility**

- As a leader and manager in the classroom contribute to the overall leadership and management of the school and be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations.
- Tutoring an assigned tutor group and carrying out the duties in accordance



with school policy.

- Contribute to the effective management of the school through the implementation of school policies and the code of conduct.
- To be a visible presence around the school.
- Attend meetings and parents' meetings relevant to the post.
- Other duties as the Head may reasonably require.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**General Duties:**

*You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the individual school leadership or Trust. This includes supporting the broader aims and priorities of the school and Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.*



**PERSON SPECIFICATION – Class Teacher**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Honours degree.</li> <li>• Evidence of recent, relevant professional development.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of delivering <b>consistently good or better lessons</b>.</li> <li>• Experience in <b>designing and implementing effective schemes of work</b></li> <li>• Experience of raising student achievement and ensuring students make good or better progress within subject area.</li> <li>• A confident use of data to inform intervention in terms of teaching and learning to raise achievement.</li> <li>• Experience of implementing behaviour management strategies consistently and effectively.</li> <li>• Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes.</li> <li>• In-depth and up to date knowledge of the curriculum area.</li> </ul>	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to plan <b>coherent and sequential lessons</b>.</li> <li>• Strong <b>collaborative skills</b> with the ability to develop shared resources</li> <li>• The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.</li> <li>• The ability to work well under pressure and to be decisive.</li> </ul>	



<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to participate actively in the wider school community.</li> <li>• Ability to form effective relationships with colleagues.</li> <li>• High expectations</li> <li>• Excellent listening skills and high levels of emotional intelligence.</li> <li>• Resilience and optimism to lead through day-to-day challenges</li> <li>• Confidence and self-motivation.</li> <li>• High levels of honesty and integrity.</li> <li>• Excellent interpersonal &amp; communication skills</li> </ul>	
<b>Philosophy and commitment</b>	<ul style="list-style-type: none"> <li>• Vision aligned with NCL of high aspirations and high expectations of self and others.</li> <li>• A belief in establishing consistently high aspirations, behavior and standards of results and a commitment to relentlessly implementing strategies to achieve these.</li> <li>• A commitment to the responsibility to safeguard and promote the welfare of all students.</li> </ul>	

NB: *The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the criteria listed.*

### Safeguarding

NCL Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check and comply with all safeguarding policies and procedures.

<p><b>I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.</b></p>	
<b>Name:</b>	<b>Signature:</b>
<b>Date:</b>	





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