





To inspire, enrich and nurture so each individual reaches their full potential

Hatfield Community Free School, Briars Lane, Hatfield, Herts, AL10 8ES
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Principal: Mrs Victoria Hobson

The HCFS is a company limited by Guarantee Registration number 07648654

Class Teacher

Job details

SALARY RANGE:	£34,398 - £46,839 (M1 to M6 - London fringe)
CONTRACT TYPE:	Permanent
RESPONSIBLE TO:	Principal
ACCOUNTABLE TO:	Principal
HOURS OF WORK:	Your normal hours will be the school's hours of operation (8.00am to 5.00pm)

Main purpose

The Teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD);
- Meet the expectations set out in the Teacher's Standards;
- Fulfil duties reasonably directed by the Principal.

Key responsibilities

Teaching

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder;
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- Adapt teaching to respond to the strengths and needs of pupils;
- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils;
- Demonstrate good subject and curriculum knowledge;
- Participate in arrangements for preparing pupils for examinations.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;
- Make a positive contribution to the wider life and ethos of the school;
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.;
- Provide cover, in unforeseen circumstances that another teacher is unable to teach.

Health, safety and discipline

- Promote the safety and wellbeing of pupils;
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment;
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

Management of staff and resources

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers;
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff;
- Deploy resources delegated to them;
- Monitor quality and standards of resources delegated to them.

Professional development

- Take part in the school's appraisal procedures;
- Take part in further training and development in order to improve own teaching and overall performance;
- Where appropriate, take part in the appraisal and professional development of others.

Communication

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and trustees.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside of school;
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality;
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;
- Work with the Designated Safeguarding Persons (DSPs) to promote the best interests of pupils, including sharing concerns where necessary;
- Promote the safeguarding of all pupils in the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and task but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification

Criteria	Essential Qualities	Desirable Qualities	Method of Assessment
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status (we welcome applications from ECTs) • Degree • Successful primary teaching experience 	<ul style="list-style-type: none"> • Curriculum specialisms • Teaching that has been sustained at outstanding over a period of time • Experience of working across the whole Primary phase (YR-Y6) 	A
Skills, knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good IT skills, particularly IT to support learning 	<ul style="list-style-type: none"> • Experience of leading a subject area 	A/I
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Commitment to professional development 	<ul style="list-style-type: none"> • An excellent attendance record 	A/I/R