

Hazeldene School

Class Teacher Job Description



Post:	Primary Class Teacher
Responsible to:	Headteacher
Grade:	MPS
Key relationships:	Relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; professional association.
Working pattern:	Full-time and as described in the School Teachers' Pay and Conditions Document.
Disclosure level:	Enhanced
Job purpose:	To promote and deliver high standards of teaching and learning, pupil achievement and progression.

Responsibilities:

Teaching, learning and assessment:

- Set appropriate and demanding expectations for pupils' learning, motivation, and presentation of work based on a sound knowledge of their prior attainment;
- Work collaboratively as part of a subject or phase team to plan consistent and effective sequences of lessons and associated resources;
- Set and mark work for pupils absent from school for health or disciplinary reasons;
- Set and make clear high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with Hazeldene School strategies;
- Ensure positive relationships with pupils based on warmth and respect;
- Follow the behaviour policy in monitoring, recording and acting to improve any incidents of poor behaviour;
- Deliver teaching which develops the skills and knowledge required in order to succeed in the subject area(s);
- Provide regular guidance to pupils on the work they have done and how to improve it in accordance with Hazeldene School policy on feedback and marking;
- Attend the appropriate parents' evenings to keep parents informed about the progress of their child;
- Be familiar with the code of practice for identification and assessment for Special Educational Needs and Disabilities (SEND) as well as Hazeldene School practice in this area and contribute to / make use of appropriate documentation;
- Support all pupils to achieve regardless of their SEND or stage of learning English or home disadvantage;
- Work in collaboration with support staff attached to any teaching group;

- Set clear targets for pupils' learning building on and ensuring mastery of knowledge and skills;
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, with clear presentation and good use of resources;
- Set and monitor pupils' homework providing constructive oral and written feedback;
- Secure progress towards challenging pupil targets. Praise effort and improvement and acknowledge achievement using guidance from the Senior Leadership Team;
- Recognise that learning takes place outside the Hazeldene School context and provide opportunities to develop pupils' understanding by relating their understanding to real-life examples.

Care and guidance

- Be the first point of contact for parents of your class;
- Uphold the school's safeguarding policy at all times;
- Monitor the social, personal, academic and social progress of individuals in their class;
- Be prepared to undertake responsibility as required for the delivery of the PSHCE programme;
- Promote good attendance and monitor in accordance with Hazeldene School attendance policy;
- Understanding the need to liaise with partner professionals responsible for pupils' welfare, safeguarding, care and guidance.

Knowledge and understanding

- Demonstrate a clear and well thought-out understanding of current educational issues, theory and practice;
- Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements including safeguarding;
- Have a secure knowledge and understanding of a specialised subject(s) or phase, including subject knowledge and sound knowledge of assessment arrangements;
- Understand progression in the specialised subject(s) or Keystage;
- Cope securely with subject-related questions which pupils or parents raise and know about pupils' common misconceptions and mistakes as related to the primary curriculum

Professional standards

- Support the ethos, vision, principles and values of the Hazeldene School;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all pupils fairly, consistently and without prejudice;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Support the aims of Hazeldene School through attendance at and participation in events such as open evenings, SATs evenings and the like (as appropriate to responsibilities);
- Support the ethos of the school by upholding the behaviour policy, uniform rules, etc;
- Take responsibility for own professional development and participate in arrangements as adopted by the school for the assessment of own performance and that of colleagues;
- Reflect on own practice as well as the practices of the school with the aim of achieving excellence in every area of our work;

- Read and adhere to the various policies of Hazeldene School and implement school improvement plans;
- Participate in the development and management of Hazeldene School by attending various team and staff meetings;
- Ensure that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety;
- Promote lifelong learning and promote enrichment and extension activities within the school;
- Participate actively in the review and setting of appraisal objectives agreed annually;
- Support and contribute, as required, to the schools programme for Initial Teacher Training and to the programme of teaching and learning briefings.
- To contribute to the school's improvement culture through personal commitment to improvement.
- To work to ensure that Hazeldene School always aims high in relation to everything it does.
- Any other duties deemed necessary by the Headteacher

Safeguarding children

Hazeldene School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Headteacher if changing circumstances arise.

Hazeldene School



Personnel Specification Primary Teacher

Areas of Assessment	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • First Degree • Qualified Teacher Status • Evidence of Professional Development 	<ul style="list-style-type: none"> • A good honours degree
Experience	<ul style="list-style-type: none"> • Successful teaching on teaching practice or as part of current/previous employment • Experience of assessment of pupil attainment and progress 	<ul style="list-style-type: none"> • Experience of working with children across the whole age and attainment range.
Teaching and Learning	<ul style="list-style-type: none"> • High expectations of pupil • Learning and behaviour • Maintaining a caring and supportive class environment and effective deployment of LSAs within the class • Evidence of planning effective lessons and using ICT to enhance teaching • Good subject knowledge across the primary curriculum • A working knowledge of assessment and evidence of high pupil achievement in your classes 	
Philosophy	<ul style="list-style-type: none"> • Self-motivated and self-reliant • Commitment to the post and a commitment to excellence • Commitment to innovation and change • Dedication to duty and to helping pupils overcome barriers to learning • Enthusiasm for developing own practice. • Totally inclusive philosophy • Commitment to the achievement of all pupils including those with disadvantaged backgrounds 	<ul style="list-style-type: none"> • Understanding of how pupils learn
Other factors, skills and knowledge	<ul style="list-style-type: none"> • A well-presented letter • Good communication skills • A commitment to the whole-school philosophy • Resilient, reliable, well-motivated, hard working • Ability to listen and act upon advice • A positive, enthusiastic approach. • An awareness of guidance related to keeping pupils safe from harm 	<ul style="list-style-type: none"> • Willingness to play a part in the wider life of the school

	(safeguarding).	
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