



Riverside

POST: Qualified Classroom Teacher
SCALE: MAIN SCALE
(in line with School Teachers Pay and Conditions)

JOB SUMMARY

To carry out the professional duties of a qualified classroom teacher as defined in the School Teachers' Pay and Conditions Document.

To take responsibility for the education and welfare of a designated class of pupils in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA/school policies and procedures.

In addition to those professional responsibilities which are common to all classroom teachers in the school, the postholder's overriding responsibility is to focus on raising the standards of teaching, learning and attainment throughout the school, for which s/he is accountable to Governors and the Senior Leadership Team.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the postholder in the light of any changes in the requirements and priorities within the school.

PRINCIPAL ACCOUNTABILITIES

1. To take responsibility for the welfare, safety and well-being of pupils
2. To plan, develop and implement school policies
3. To deliver a broad, balanced and creative curriculum
4. To plan and teach a broad and balanced curriculum
5. To record and assess pupil progress
6. To lead and co-ordinate at least one curriculum subject throughout the school (shadowing in NQT year)

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties will also be required.

1. To take responsibility for the welfare, safety and well-being of pupils, including:
 - ❖ the pastoral care of the children
 - ❖ the safeguarding of children
 - ❖ ensuring pupils are always supervised and providing a safe environment
 - ❖ establishing positive relationships with all children and adults in the school which are based on mutual respect
 - ❖ supporting pupils' wellbeing and personal development
 - ❖ fostering each child's self-image and esteem

- ❖ to communicate and consult with parents and carers and with outside agencies, as necessary

To plan, develop and implement school policies, including:

- ❖ Planning, developing and implementing school policies alongside other staff, taking into account the individual needs, interests, experience and the developmental level of pupils in accordance with local and national requirements
- ❖ Ensuring the school's aims and objectives in relation to the curriculum, equal opportunities, safeguarding and discipline are promoted in every day school and classroom organisation and practice
- ❖ Managing teachers and support staff in the implementation and delivery of school policies and keeping up-to-date with new requirements/strategies
- ❖ Creating a secure, happy and stimulating school and classroom environment, maintaining the highest standards of organisation and discipline
- ❖ Managing support staff both school based, from the LA and other external bodies as required
- ❖ Taking up opportunities for continuous professional development through self-directed reading, courses and in-service training
- ❖ Undertaking other reasonable and relevant duties in accordance with the changing needs of the school

2. To deliver a broad, balanced and creative curriculum, including:

- ❖ Supporting pupils in the class
- ❖ Ensuring a close match between the learning experience offered and the individual needs of the pupils in the class, so as to give each child the opportunity to achieve to the maximum of his/her capability
- ❖ Making appropriate educational provision for pupils with Special Needs and Disabilities and those learning English as an Additional Language, with appropriate and available support
- ❖ Maintaining a high standard of display both in the classroom and in other areas of the school
- ❖ Where possible, making sure the majority of pupils' work is closely linked to first hand practical experience
- ❖ Providing a creative environment both inside and outside the classroom that develops conceptual and analytical thinking
- ❖ Attending appropriate professional development and keeping informed of current educational developments
- ❖ Liaising with curriculum and support co-ordinators

3. To plan and teach a broad and balanced curriculum, including:

- ❖ Being responsible for the teaching of a primary age-range class
- ❖ Being an outstanding practitioner who is able to model the elements of outstanding teaching and learning
- ❖ Planning work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject co-ordinators and the Senior Management Team to ensure pupils experience a broad, balanced, relevant and stimulating curriculum
- ❖ Working closely with colleagues to manage long, medium and short term planning and the implementation of agreed programmes of study
- ❖ Providing pupils with opportunities to manage their own learning and become independent learners

- ❖ Having responsibility for additional adults in the classroom
 - ❖ Completing appropriate planning records in line with school procedures
 - ❖ Attending planning and staff meetings as required
 - ❖ Liaising with co-ordinators, advisors and outside agencies as required
 - ❖ Managing resources, equipment and materials in such a way that they are properly cared for, easily accessible and will encourage pupils to become independent learners
 - ❖ Encouraging pupils to be responsible for their own learning
4. To record and assess pupil progress, including:
- ❖ Assessing pupil progress and maintaining pupil records in line with school policy
 - ❖ Making regular individual formative assessments of children in the class
 - ❖ Completing written reports and summative assessments on each child in the class in accordance with school policy
 - ❖ Communicating and consulting parents/carers and outside agencies, as required
 - ❖ Organising parents' meetings throughout the year
 - ❖ Completing statutory assessment procedures as required
 - ❖ Meeting deadlines
5. To lead and co-ordinate at least one curriculum subject throughout the school (shadowing in NQT year), including
- ❖ Co-ordinating at least one curriculum subject area as agreed with the Senior Leadership Team
 - ❖ Promoting the teaching of the agreed subject(s) throughout the school, according to the requirements of the National Curriculum, programmes of study and new DfES initiatives
 - ❖ Being responsible, in conjunction with the Senior Management Team, for the implementation and management of the school's policy for the agreed subject area(s)
 - ❖ Reviewing and developing the programmes of study for the identified subject(s) suitable to the needs of the primary curriculum
 - ❖ Providing support and advice to colleagues
 - ❖ Tracking pupil attainment and providing feedback to teachers
 - ❖ Co-ordinating meetings and liaising with relevant professional bodies, parents and staff
 - ❖ Reviewing and developing school policies within the school
 - ❖ Attending and advising on relevant professional development, leading and providing in-school training and reporting appropriate feedback from courses and liaising with senior managers regarding training opportunities
 - ❖ Taking responsibility for maintaining and evaluating resources (including teachers' resources) with a system of easy accessibility, including computer software and equipment to promote curriculum delivery.
 - ❖ Consulting colleagues and being responsible for advising senior managers on appropriate resources
 - ❖ Providing a safe, stimulating working environment
6. To actively contribute to raising standards throughout the school, including
- Communicating effectively with children, colleagues, parents and external agencies
 - Adopting high standards of behaviour in own professional role

- Acting upon advice and feedback and be open to coaching and mentoring
- Using local and national statistical information to evaluate teaching, monitor pupil progress and raise levels of attainment
- Using reports and external information to form action plans for improvement
- Understanding the roles of colleagues
- Planning for progression and designing effective learning sequences informed by secure subject/curriculum knowledge
- Teaching challenging, well organised lessons which meet learners' needs, takes practical account of diversity and enables sustained progress.

JOB CONTEXT

Reports to: Senior Management Team

Financial Responsibilities: None Key Organisational Objectives

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health & Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards
- Acknowledging Customer Care and Quality Initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by governors

Special Conditions of Service

The postholder must produce evidence of a current DBS check.

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 appointment 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 the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

Equal Opportunity

The postholder will be expected to carry out all duties in the context of and in compliance with the LA/school's Equal Opportunities policies.