



Highwood Primary School

Mead Way, Bushey, Watford, Hertfordshire, WD23 2AW

Tel: 01923 256210 E-mail: admin@highwood.herts.sch.uk

Promoting Resilience, Achieving Potential

Headteacher Mrs B Rai

Job Description and Personal Specification

<u>Job Title:</u>	Class Teacher
<u>Salary:</u>	MPS 1 - 6
<u>Responsible to:</u>	The Headteacher

JOB DESCRIPTION

Professional Responsibilities

1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the development of a curriculum area as appropriate;
2. To monitor and support the overall progress and development of pupils as a class teacher
3. To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
4. To contribute to raising standards of pupil attainment.
5. To share and support Highwood's responsibility to provide and monitor opportunities for personal and academic growth.
6. To work alongside leaders to support quality first teaching as a mentor/coach through the schools programme of professional development, helping to drive standards at the school.

Teaching & Learning

1. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area/class;
2. To plan and prepare lessons;
3. To contribute to the whole school's planning activities;
4. To contribute to the process of monitoring and evaluation of the curriculum area/class in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/ implement modification and improvement where required;
5. To review & reflect from time to time methods of teaching and programmes of work;
6. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
7. To contribute to the development of effective subject links with external agencies;
8. To promote the general progress and wellbeing of individual pupils
9. To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved;





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10. To teach pupils, according to their educational needs, including the setting and marking of work to be carried out by the pupil in the school and elsewhere.
11. To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
12. To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups;
13. To ensure that ICT, English and Mathematics are reflected in the teaching/learning experience of pupils.
14. To contribute to the school's Development Plan and its implementation

Performance Management

1. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas, including subject knowledge and teaching methods;
3. Actively engage in the Performance Management Review process.

Knowledge, Skills & Experience

1. To prepare and update subject materials, assessment tools, progressive and sequential curriculum.
2. To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus/curriculum area.

Policy

1. To help implement school quality procedures and to adhere to policies
2. To communicate effectively with the parents of pupil as appropriate
3. Where appropriate, to communicate and cooperate with persons or bodies outside the school
4. To follow agreed policies for communication in the school;
5. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and liaison events with the PTA, Highwood Friends
6. To attend directed time meetings
7. To register pupil, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
8. To apply the behaviour management systems so that effective learning can take place.

Personnel

1. To work as a member of a designated teaching and learning team and to contribute positively to effective working relations within the school.

Pupil Outcomes

1. To maintain appropriate records and to provide relevant, accurate and up to date information for Scholar Pack registers, and CPOMS etc.
2. To complete the relevant documentation to assist in the tracking of pupils;
3. To track pupil progress and use information to inform teaching and learning .





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Resources and Accommodation

1. To ensure the effective/efficient deployment of classroom support;
2. To contribute to the process of the ordering and allocation of equipment and materials;
3. To assist others within the curriculum area to identify resource needs and to contribute to the efficient/effective use of physical resources.
4. To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, curriculum area and the students;
5. To report anything unsafe.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description, but are relevant to the work of the post holder.

Equal Opportunities:

The post holder should carry out all activities in line with Highwood Primary School policies for Health and Safety, Safeguarding and Child Protection and Equal Opportunities.

Where the post-holder is disabled, every effort will be made to fully supply all the necessary aids and adaptations or equipment to allow them to successfully carry out the full duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.





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Personal Specification Classroom Teacher

<u>Essential Requirement</u>	<u>Desirable Requirement</u>	<u>Method of Assessment</u>
Qualifications		
<ul style="list-style-type: none"> A Degree A Postgraduate teaching qualification 	<ul style="list-style-type: none"> Further professional development opportunities undertaken 	Application form/ Interview
Experience		
<ul style="list-style-type: none"> Experience of teaching (practice) in EYFS, KS1 or/and KS2 in either maintained or independent sector 	<ul style="list-style-type: none"> Experience of coaching/mentoring others 	Application form/ Interview
Knowledge and Skills		
<ul style="list-style-type: none"> Excellent subject knowledge of national curriculum Experience of assessment under national curriculum 	<ul style="list-style-type: none"> ICT competent, in particular SMART boards and tablets technology 	Interview process
Personal Competencies and Qualities		
<ul style="list-style-type: none"> Excellent classroom practitioner Strong Inclusive and SEND practices Energy and commitment The ability to work easily with colleagues as part of a team 	<ul style="list-style-type: none"> Well organised and willingness to organise extra-curricular activities Successful mentoring/coaching other staff 	Interview process
Motivation and Expectations		
<ul style="list-style-type: none"> To be up to date with current thinking in education To have a desire to develop a career looking towards further promotion Commitment to professional development of self and others 		Interview process

