



# Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL

Tel: 01923 225188 email: [admin@holywell.herts.sch.uk](mailto:admin@holywell.herts.sch.uk)

Acting Headteacher: Miss Tanya Mortlock

*we are a learning community with the spirit to succeed*

## **Class Teacher**

### **Job details**

Salary range: Main pay scale  
Contract type: Permanent  
Reporting to: Assistant Headteacher/Headteacher

### **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 Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements.*

### **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
- 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 school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.

#### **Health and Safety:**

- 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
- Promote the safety and wellbeing of pupils



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- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

## **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
- 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 governors.