



Hawksmoor Primary School

JOB DESCRIPTION

DEPARTMENT EDUCATION

SECTION SCHOOLS

GRADE Main Scale

DESIGNATION Class Teacher

Hawksmoor School is an over-subscribed primary school and nursery in the heart of Thamesmead. We have an excellent reputation with the local community for high results, behaviour and teaching, as well as for being friendly and welcoming to all children.

Our dedicated team of hard-working staff ensures all children achieve their best while enjoying their education. Through our rich and stimulating curriculum we aim to develop all our pupils into confident individuals before their journey into secondary education.

We are very proud to provide our children with a well-rounded education that nurtures their emotional well-being as well as their academic achievements. The children enjoy activities such as stress relieving yoga and mindfulness, parent/child gardening afternoons, enrichment visits such as the Royal Opera House, anti-bullying and digital safety workshops.

RESPONSIBLE TO: Executive Headteachers and Head of School.

Job Purpose:

To act as a class teacher in the primary and early years foundation stage age range. To meet all the teacher's standards and carry out those duties and responsibilities contained within the "School Teacher's Pay and Conditions Document. To support the Head Teacher and Governors in creating an effective and high achieving primary school.

General duties and Accountability:

- As Class teacher and within the context of the school policy, identify educational aims and objectives for the class and create long and medium term plans.
- To prepare and teach a weekly timetable of lessons and activities appropriately matched to the age and range of abilities of every pupil in the class.
- To have available weekly and daily plans of teaching and learning activities prepared for the class
- To ensure that the classroom practice a) supports all school policies, which include the equal opportunities policy, Health & Safety regulations and the Special Needs policy and b) follows practices and procedures written in the Staff Handbook
- To insist on high standards of learning, behaviour, attendance and punctuality from pupils
- To assist in the assessment of individual pupils and groups of pupils
- To know the specific learning abilities and personal circumstances of every pupil in the allocated class
- To provide information on pupils with special educational needs and assist the SENCO/Head Teacher in providing effective support
- To monitor, record and comment on the learning and social development of each pupil through the school's reporting systems. To provide guidance and advice to parent on educational and social matters and, report on their child's progress
- To provide a purposeful and stimulating learning environment.
- To keep accurate and up to date daily register.

- To participate in the school's Professional Development Programme and contribute to the development of school policy by attendance at staff meetings, planning and INSET days
- To participate in the arrangements for the appraisal of performance
- To co-operate in any other activities and developments as reasonably requested
- To work closely with the support staff and outside agencies to ensure proper inclusive practice in the classroom
- To meet formally once each week with the teaching assistants to evaluate pupil progress and plan appropriately
- To meet informally each day with support staff and to ensure that there is differentiation for all pupils in the classroom
- To work as part of the Professional Learning Community at Hawksmoor School to develop, reflect and challenge own practice
- To keep up to date with current research and findings about how best to create learning opportunities for our children at Hawksmoor School and adapt practice according to findings
- To play an active role in the professional learning community here at Hawksmoor School
- **Safeguarding** our children at all times in line with '**Keeping Children Safe in Education**'.

NQT additional duties

- To work alongside a designated teacher mentor during the first year of teaching and follow Royal Borough of Greenwich Induction and training programme for Newly Qualified Teachers.
- On reaching Qualified Teacher Status, to participate in the arrangements for the appraisal of performance

QUALIFICATIONS OR TRAINING

- Qualified Teacher Status

PRACTICAL SKILLS

- Assess individual educational needs of pupils through Quality First Teaching approaches and adapt in light of those needs
- Work with the whole school to develop and extend our curriculum
- Work within a team approach

PERSONAL QUALITIES AND ATTRIBUTES

- Confident in assessing and teaching the children in your class
- Good at time management
- Organised
- Excellent interpersonal skills
- Calm in manner, approachable and flexible
- Empathetic and sensitive to differing view - points
- Commitment to Inclusion and inclusive practice
- Commitment to a multi-agency Team approach
- Recognise own professional development needs and willing to learn new skills
- A sense of humour
- A commitment to **safeguarding** our children at all times in line with '**Keeping Children Safe in Education**'

Managing Own Performance Management

- Prioritise and manage time effectively, particularly in terms of balancing the demands placed on them by planning, preparation, assessment and subject leadership
- Reflect on and evaluate their own effectiveness, teaching practices and methods and use the outcomes to identify targets for professional development
- Participate in professional development, which aims to meet the needs identified in appraisal objectives, in line with the School's Performance Management Policy
- Take a pro-active responsibility for own professional development and use the outcomes to improve pupil learning and teaching
- Participating in meetings/INSET/training at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

DISCIPLINE HEALTH AND SAFETY

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

OTHER DUTIES

- Carry out any other duties as the Head teacher may reasonably direct
- This job description will be reviewed on an annual basis as part of the school's performance management arrangements. It may be amended at any time after consultation with you

Adhoc

- To undertake such duties as are necessary to ensure the smooth running of the school.

Print.....Signed:.....Date:.....

**Print.....Signed:.....Date:.....
(Headteacher)**

PERSON SPECIFICATION

CLASS TEACHER

	Essential	Desirable	Method of Assessment	Short listing Criteria
<p><u>EDUCATION AND TRAINING</u></p> <ul style="list-style-type: none"> • Have qualified teacher status • Have a successful record of teaching in the primary range • Evidence of continuous INSET and commitment to further professional development. 	√ √ √		AF AF AF / I	
<p><u>SKILLS</u></p> <ul style="list-style-type: none"> • Ability to develop and maintain good personal relationships with pupils, staff, parents/carers, Governors and the wider community • Ability to work with, individuals and teams of staff • Ability to communicate effectively • Ability to raise achievement by use of assessment data analysis and target setting • Ability to work under pressure and meet professional deadlines • Ability to use ICT • Ability to be an outstanding classroom practitioner 	√ √ √ √ √ √ √		I/P I/P I/P I/P I/P I/P I/P	
<p><u>KNOWLEDGE</u></p> <ul style="list-style-type: none"> • Thorough understanding of managing planning, assessment and record keeping, and how these affect optimal pupil progress • Thorough understanding of how children learn 	√	√	AF/I/P AF/I/P	
<p><u>PERSONAL QUALITIES</u></p> <ul style="list-style-type: none"> • Commitment to affirming the values and ethos of the school • Commitment to raising standards of attainment and equal opportunities. • Able to deal sensitively with people and resolve conflict • Commitment to maintain strict confidentiality • Commitment to develop own knowledge, understanding and skills • Able to work on own initiative and within a team 	√ √ √	√ √ √	I AF/I/P I I AF/I/P	

	Essential	Desirable	Method of Assessment	Short listing Criteria
<ul style="list-style-type: none"> Enthusiastic, committed, flexible and well organised 	√	√	AF/I/P I/P	

KEY: **AF**=Application form

I=Interview Questions

P=Presentation