



LONDON BOROUGH OF TOWER HAMLETS

St Paul's Way Foundation

JOB DESCRIPTION	
Post Title : Class Teacher	Grade : MPS/UPS
Department : Foundation School	Responsible to : Head Teacher – Primary Phase
<p>Role Summary:</p> <p>To have a full teaching commitment (release for NQT time, if applicable, and 10% PPA). To plan, teach and assess the learning for a class of pupils, to maximise pupil achievement and wellbeing. To liaise with colleagues and parents to maximise pupil achievement and wellbeing.</p>	

Key Purpose of the Job

1. To take responsibility for the education and welfare of a designated class of children in accordance with the School's Teachers' Pay and Conditions document and the Professional Standards for Teachers.
2. To have an excellent understanding of the National Curriculum, Early Years Foundation Stage Curriculum, School and LA policies.
3. To maintain effective, high quality teaching and learning with the aim of raising achievement for all pupils.

Accountabilities

1. To be responsible to the Head Teacher – Primary Phase, Head Teacher of the Foundation School and Governing Body and to participate in the school's performance management.

Main Responsibilities

1. Work collaboratively with colleagues and support staff assigned to work with children in the class.
2. Promote the school's Graduate Skills: Communication, Investigation, Participation, Networking, Scholarship and Vision.
3. Plan, implement and assess a curriculum, which incorporates the National Curriculum/Foundation Stage Curriculum and is in line with school policies.
4. Demonstrate good classroom practice, expecting and maintaining high standards of work.
5. Assess, record and track the progress and attainment of each child in the class, responding with appropriate curriculum changes in light of the assessments.
6. Use ICT effectively for planning, teaching and assessing.
7. To maintain an excellent learning environment which promotes the achievement and wellbeing of pupils.
8. Identify, assess and meet the needs of children with a range of additional educational needs, including EAL, SEND and G&T learners, with support from the Inclusion Manager.
9. Promote positive behaviour, effectively managing the behaviour of children in your class and other children in the school.
10. Foster good relationships with parents / carers and positive partnership with parents to maximise pupil achievement and wellbeing.
11. Take responsibility for the health, safety and wellbeing of all children in your care, reporting concerns to the appropriate member of the leadership or safeguarding team.
12. Actively contribute to the strategic development of the school, as outlined in the Development Plan and under the direction and guidance of the Leadership Team and Subject Drivers.



Professional Conduct

1. Adhere to the St Paul's Way Trust Code of Conduct at all times.
2. Be aware of the high profile of St Paul's Way Trust and to uphold its standards at all times.
3. Work effectively as a member of a growing team by establishing and maintaining good working relationships and to ensure that care is taken when communicating with others to avoid any unnecessary conflict.
4. Encourage an atmosphere of supportive co-operation and respect.
5. Ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.
6. Ensure that punctuality is maintained throughout the day.
7. Manage own workload and plan time effectively.

Professional Development

1. To be a reflective practitioner who is committed to continual personal and professional development and can learn from past experiences.
2. To take responsibility for own professional development and be proactive in keeping up-to-date with curriculum developments, SEN code of Practice and any changes in legislation.
3. To take responsibility for own personal performance and actively seek help when required.
4. To keep abreast of the latest initiatives in regards to SEN, EYFS and the NC and to disseminate information to colleagues and support staff.
5. To attend courses and develop own expertise on advice and agreement of the Head of Infants through the performance management scheme of SPWF.
6. To attend and contribute to staff meetings, professional development training and any other events as requested.

Other professional requirements

1. Undertake other duties as directed by the Head Teacher – Primary Phase.
2. To adhere to all school policies.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Conditions of Service

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

Special Conditions of Service

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

The offer of the post is subject to the receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.



EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed: _____
Post holder

Date: _____

Signed: _____
Head Teacher

Date: _____



PERSON SPECIFICATION

The following details are the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Attributes	E= Essential D= Desirable	Evidence A= Application I = Interview O= Observation
Qualifications and Experience Qualified teacher status Recent Primary teaching experience	E E	A A
Professional Knowledge and Experience Experience of: Working with pupils with additional needs Working with parents to support children's learning The ability to: Identify pupil needs and act upon them to raise standards Assess, plan and teach effectively to accelerate progress and raise attainment Effectively manage pupil's behaviour in a positive manner with consistent, clear boundaries following the school's behaviour management policy Be a consistently good or outstanding classroom teacher Communicate both verbally and in writing to a range of audiences Make professional use of ICT	E E E E E E E	A / I A / I A A O A / I A / I
Personal Characteristics Well organised, calm and positive Effective team member Ability to work on own initiative and be flexible in approach Have high expectations of all pupils and self	E E E E	I A / I A / I A/I/O
Commitment <i>Demonstrate a commitment to:</i> Promoting parental and local community involvement Working as part of a team with teaching and support staff Furthering your own professional development Promoting and safeguarding the welfare of children and young people within the school	E E E E	A A / I A I

All experience should be recent. The appointment and interview process will be value-based to ensure the successful candidate's values and attitudes are in line with those at St Paul's Way Trust School. Issues relating to safeguarding and promoting the welfare of all children will also be thoroughly explored.