

# **Heritage Park Primary School**

## **Main Scale Classteacher Job Description**

### **Job details**

**Salary:** Main Scale

**Contract type:** Full-time, permanent

**Reporting to:** Headteacher and Senior Leadership Team

### **Main purpose**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### **Duties and responsibilities**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

#### **Teaching**

- Use the school's curriculum plans and the National Curriculum to plan and teach appropriately for the children in the class, including those with additional learning needs
- Adapt teaching to respond to the strengths and needs of pupils
- Ensure the consistent engagement and progress of all pupils during lessons
- Set high expectations which inspire, motivate and challenge pupils
- Demonstrate good subject and curriculum knowledge
- Manage teaching assistants effectively to support learning
- Mark work in a timely manner in accordance with the school's Feedback and Marking policy
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Maintain a well organised classroom which promotes respect for the school
- Build strong links with parents and keep them informed of areas of study through curriculum maps, ClassDojo and school events
- Participate in arrangements for preparing children for SATS if required

#### **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 vision and values
- Make a positive contribution to the wider life and ethos of the school
- Ensure children behave in an acceptable manner whilst on school premises and take a share of supervision at playtimes, assemblies, parent consultations and written reports
- Take responsibility for leading at least one curriculum area if required

## **Health, safety and discipline**

- Promote the safety and wellbeing of pupils at all times
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

## **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching

## **Communication**

- Maintain effective verbal communication with pupils, parents and carers, including through parent consultations
- Provide written communication to parents and carers, including annual school reports

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues, governors and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Support the Friends' committee with fundraising events

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## **Management of staff and resources**

- Direct and supervise support staff assigned to them and, where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out and will be reviewed periodically. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.