
HARRINGTON HILL PRIMARY SCHOOL



JOB DESCRIPTION

Post Title:	Classroom Teacher (Primary School)
Responsible to:	Governing Body, Head Teacher and members of the Senior Leadership Team
Based:	Harrington Hill Primary School, Mount Pleasant Lane, Hackney, London E5 9JG
Salary:	Main Scale Teacher (inc Inner London)
Direct Reports:	Teaching Assistants directly involved with teaching, learning and/or any other school activity.
Contacts:	Head Teacher, Deputy and Assistant Head Teachers, Senior Leaders, School Business Manager, other school staff, pupils, Governing Body, the Local Authority, parents and care givers and relevant agencies.

MAIN DUTIES:

This job description sets out the duties to be undertaken and performed to the satisfaction of the Head Teacher and Governing Body by the postholder. The duties set out below relate to the overall class teaching requirements and related expectations of a Classroom Teacher.

- Responsibility for the teaching and learning of a class of approximately 30 children aged 5 to 11 years.
- Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.
- To readily adapt to constantly changing curriculum, modifying lesson preparations, and being able to deliver accordingly.
- Within the classroom, to ensure the full implementation of the statutory curriculum for all subject content as defined in current DfE documentation (as applicable to the year group) and in accordance with school policies.
- To create a positive, stimulating and innovative environment for learning. Maintaining a well organised classroom with appropriate displays, resource areas and materials.
- To plan and implement a curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- To develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment of learning.
- To keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.
- To monitor and report the quality of pupil attainment in all subjects to the Head Teacher, Senior Leadership Team and Governing Body.

- To assist in the selection of resources for the curriculum.
- To monitor and assess own performance and take a proactive approach to professional development.
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- Developing and maintaining positive relationship with parents and carers, which involve them actively in the classroom and in the learning process.
- Working with school leaders to complete and teach individual pupil plans where pupils have specific needs.
- To work with support staff and other teachers in the classroom to effectively plan for a range of needs and be supportive of and sensitive to the needs of other colleagues.
- To encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school development.
- Ensuring that equal opportunities are implemented in the classroom and throughout the school.
- To work with Hackney Learning Trust on local and national initiatives for all subjects of the statutory curriculum.
- The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- Contributing towards the development of the school and implementation of whole school policies.

GENERAL:

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that their professional duties are discharged effectively.
- This is not an exhaustive list of duties and responsibilities and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the Head Teacher.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- 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 appointment form and are expected to disclose such information at the appointment 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 post, they will be required to give written permission to the Department to ascertain

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

Date of Issue:

Signature of Postholder:

Signature of Head Teacher:

HARRINGTON HILL PRIMARY SCHOOL

PERSON SPECIFICATION

Classroom Teacher (Primary School)

	Essential	Desirable	How Tested
Qualifications	<p>Degree level qualification.</p> <p>Postgraduate professional qualification, eg. Postgraduate Certificate in Education.</p>	<p>Qualified Teacher Status (including skills tests).</p>	<p>Application Form</p> <p>Certificates</p>
Communication	<p>Possesses effective verbal communication skills.</p> <p>Presents information and ideas clearly and uses communication appropriate to the audience.</p> <p>Able to positively influence the opinions of others through factual discussion.</p> <p>Able to adapt personal style of communication to reflect a situation and/or need.</p> <p>Able to create an environment of trust by delivering on promises.</p> <p>Utilises report writing skills to accurately reflect a situation through positive communication techniques.</p> <p>Able to disseminate information and demonstrates a consultative approach to communication.</p> <p>Able to persuade and influence others effectively.</p> <p>Able to demonstrate tact and diplomacy in communication.</p>	<p>Confident in leading staff meetings, when required.</p> <p>Able to communicate in an additional language.</p> <p>Knowledge and understanding of Makaton.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	How Tested
Skills and Abilities	<p>Willingness to partake in continuous professional development.</p> <p>Demonstrates excellent classroom practices.</p> <p>Exercises flexibility so as to take on changes in work priorities and practices.</p> <p>Able to balance tasks and resources in the organisation of a wide range of activities.</p> <p>Able to provide contingency plans to address the unexpected.</p> <p>Demonstrates clear and logical thinking in working through problems.</p> <p>Able to anticipate workload and plans ahead to manage workload peaks.</p> <p>Monitors progress against key performance indicators.</p> <p>Able to create a positive attitude within the classroom which encourages enthusiasm and interest in learning.</p> <p>An awareness of the needs of children who have a variety of needs.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Accountability and Freedom to Act	<p>Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	How Tested
Accountability and Freedom to Act Cont.	<p>Leads by example in standards of behaviour in the work environment.</p> <p>Able to contribute towards the effective delivery of performance targets, objectives and standards.</p>		
Leadership and Management Skills	<p>Ability to lead on school based projects or developments.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>