

CHEVENING CE PRIMARY SCHOOL CLASS TEACHER JOB DESCRIPTION

School: Chevening CE Primary School	Location: Sevenoaks, Kent
Job title: Class teacher (Primary), Part-time	Salary range: MPS

The post responsibilities are to be performed in accordance with the provisions of the most up to date School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose

To provide consistently enthusiastic and high quality teaching, make effective use of resources and ensure excellent standards of learning for all pupils.
To promote the aims and objectives of the school and maintain its philosophy of education.

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the EYFS/National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping & reporting of pupil's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To actively participate in staff meetings.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the Christian ethos, values and vision of the school, contributing to the ongoing development of links with Church and local Community.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review

Chevening CE Primary School

Main Scale Class Teacher Person Specification including criteria for selection

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
APPLICATION	<ul style="list-style-type: none"> • KCC application form • Fully supported through references 	<ul style="list-style-type: none"> • Pre – visit to school 	<ul style="list-style-type: none"> • Application form • References
QUALIFICATIONS	<ul style="list-style-type: none"> • QTS / Equivalent - Maths and English GCSE or equivalent 		<ul style="list-style-type: none"> • Application form • Certificates
CURRICULUM SPECIALISMS	<ul style="list-style-type: none"> • Understanding of NC, SEND Code of Practice and Child Protection Guidelines and Procedures. • Good all round knowledge of the curriculum and effective teaching for learning strategies. • A commitment to developing the gifts and talents of all pupils. • A commitment to use ongoing assessment to inform teaching and learning. • Ability to lead a curriculum area 	<ul style="list-style-type: none"> • Proven classroom experience and expertise. 	<ul style="list-style-type: none"> • Applicant statement • Application form • References • Interview • Possibly subject leader file/portfolio
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Evidence of commitment to ongoing professional development. 	<ul style="list-style-type: none"> • National Curriculum subject INSET/courses 	<ul style="list-style-type: none"> • Applicant statement • Application form • References • Interview
SKILLS	<ul style="list-style-type: none"> • A <u>proven high</u> level of effective teaching which produces consistently good and outstanding learning • Ability and commitment to uphold the school’s Christian ethos, vision and values. • Prepared to contribute to all aspects of school life, including co-curricular and out of hours activities. • Ability to follow and contribute to school policies/ protocols. • Excellent, confident, positive, calm classroom and behaviour management, including learning environment and displays. • Effective planning, assessment and record keeping. • Ability to readily establish professional relationships with staff and pupils and actively contribute to staff team • Excellent communication skills and commitment to form good working partnerships with parents. • Effective organisation & time management. • <u>Evidence</u> of the ability to challenge all pupils and secure strong progress. 		<ul style="list-style-type: none"> • Observation records showing good/ outstanding • Applicant statement • Application form • References • Interview responses • Assessment records – showing strong progress