



Harvills Hawthorn Primary School
Wolseley Road,
West Bromwich,
B70 0NG
Tel: 0121 557 1034
Email: info@harvillshawthorn.co.uk
Website: www.harvillshawthorn.co.uk

Headteacher: Miss J Sheen

Harvills Hawthorn Primary School Job Description

Job title: Class teacher

Salary: Main Scale

Contract type: Fixed term

Reporting to: Phase Leader

Main purpose

The teacher will do the following:

- 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

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

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 values, mission and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Contribute in further developing school's provision by completing actions within the School Improvement Plan
- Effectively lead a subject/area of responsibility to ensure the best outcomes for pupils
- Keep up to date with developments within their subject and disseminate to staff where appropriate.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Adhere to the school's Code of Conduct Policy for Staff
- Follow the school's Code of Conduct and Exclusions Policy for children when dealing with inappropriate behaviour

Professional development

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

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- Where appropriate, take part in the appraisal and professional development of others
- Respond appropriately to feedback on performance.

Communication

- Communicate effectively with pupils, parents and carers
- Communicate effectively with staff and visitors
- Communicate any questions, concerns or information with the most relevant, appropriate member of staff. (e.g. Subject Leader, Phase Leader, SLT, DSL etc.)

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships and dialogue with colleagues

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
- Deploy resources delegated to them.

Safeguarding and Child Protection

- Safeguard and promote the welfare of children and young people
- Follow school's safeguarding policies and the latest legislation
- Provide a safe environment in which children can learn
- Be prepared to identify children who may benefit from early help.
- Report any concerns about a child's welfare following the referral processes set out in the school's Child Protection and Safeguarding Policy.

Upper Pay Scale Teachers

- Maintaining consistently high standards in relation to all aspects of the Teachers' Standards
- Demonstrating effective practice and helping others to evaluate the impact of their teaching on learners' achievement
- Contributing significantly to implementing workplace policies
- Being a role model for learners and other staff
- Making a significant contribution to school development
- Set an example, share good practice and support other colleagues in maintaining the standards
- Use data effectively, demonstrating analytical thinking in reviewing and evaluating progress and attainment, and in meeting appropriate, challenging targets for all pupils.

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. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

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