



HeadTeacher: Mr. J Robinson

Bird in Bush Primary School

Bird in Bush Road, London, SE15 1QP

Telephone: 020 7639 0431

Email: office@birdinbush.southwark.sch.uk

Website: www.birdinbushprimary.co.uk

X: @birdinbushSE15

#exceptionaleveryday

Bird in Bush Primary School

Class Teacher Job Description + Person Specification

**Post: Early Years Lead Teacher and
Class Teacher**

Responsible to: Headteacher

Our Early Years Lead Teacher will be first and foremost an exceptional class teacher and therefore expected to undertake all the professional duties of a teacher, under the current terms and conditions specified in the School Teachers' Pay and Conditions and under the reasonable direction of the Headteacher.

In fulfilment of all responsibilities and duties, class teachers should show a commitment to the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues, pupils and the wider community.

This job description identifies the main responsibilities of the post. It will be reviewed annually by the Headteacher and Governing Body and may be subject to amendment as the needs of the school require.

Key purpose of the job

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LEA and school policies.





HeadTeacher: Mr. J Robinson

Bird in Bush Primary School

Bird in Bush Road, London, SE15 1QP

Telephone: 020 7639 0431

Email: office@birdinbush.southwark.sch.uk

Website: www.birdinbushprimary.co.uk

X: @birdinbushSE15

#exceptionaleveryday

Duties and responsibilities

Class Teacher Job Description:

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
- To manage additional adults within the classroom.

Principal Accountabilities

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENCo
4. To provide children with opportunities to manage their own learning and become independent learners.
5. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
6. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
7. To maintain a high standard of display both in the classroom and in other areas of the school.
8. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
9. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
10. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
11. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
12. To take responsibility for the management of other adults in the classroom.
13. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.





HeadTeacher: Mr. J Robinson

Bird in Bush Primary School

Bird in Bush Road, London, SE15 1QP

Telephone: 020 7639 0431

Email: office@birdinbush.southwark.sch.uk

Website: www.birdinbushprimary.co.uk

X: @birdinbushSE15

#exceptionaleveryday

Key Organisational Objectives

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

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 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.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Bird in Bush Primary School, Bird in Bush Road, London SE15 1QP Telephone: 020 7639 0431

Email: office@birdinbush.southwark.sch.uk www.birdinbush.co.uk





HeadTeacher: Mr. J Robinson

Bird in Bush Primary School

Bird in Bush Road, London, SE15 1QP

Telephone: 020 7639 0431

Email: office@birdinbush.southwark.sch.uk

Website: www.birdinbushprimary.co.uk

X:@birdinbushSE15

#exceptionaleveryday

CLASS TEACHER/EARLY YEARS LEAD TEACHER PERSON SPECIFICATION

ESSENTIAL

Training and Qualifications

- Qualified teacher status
- Undertaken recent training on whole school curriculum and other teaching and learning issues

Abilities and Skills

- Excellent teaching and class management skills, exemplary in using planning, organisation, assessment, behaviour management and interpersonal skills to secure outstanding pupil attainment and pupil progress
- Ability to set an example to others; to inspire, motivate and support pupils, staff and governors
- Commitment to excellence and ability to significantly raise the academic and personal achievement of all pupils
- High level of written and spoken communication skill, appropriate for different situations
- High level of organisational and time management skill
- Ability to promote and maintain high levels of behaviour in pupil

Knowledge

A thorough knowledge of:

- the new National Curriculum and the Early Years Foundation Stage curriculum
- what contributes an exceptional curriculum entitlement for primary school pupils/children
- Inclusion and Equal Opportunities
- the relationship between curriculum planning, pupil assessment, monitoring and target setting
- the commitment needed to develop and maintain positive relationships with the school's governing body, external agencies, the local authority and other schools

Experience

- Has successful class teaching experience across the relevant phase age range

DESIRABLE

- A strong sense of determination and lots of energy
- Effective ICT skills
- The skills to summarise and articulate complicated information to a wide audience including parents, governors, children and staff
- Knowledge of new guidance on best practice in Early Years Education (assessed at interview)
<https://www.gov.uk/government/publications/best-start-in-life-a-research-review-for-early-years/best-start-in-life>
<https://www.gov.uk/government/publications/strong-foundations-in-the-first-years-of-school/strong-foundations-in-the-first-years-of-school>
- Has been involved in whole-school development planning
- Has worked effectively with parents and the wider community
- Has worked or willing to demonstrate the desire to work in a vibrant, multi ethnic, urban environment

