

JOB DESCRIPTION

POST TITLE: Class Teacher

Main Pay Scale/Upper Pay Scale

The River Peck Federation (Bellenden School and Pilgrims' Way School) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

In accordance with the School Teachers' Pay and Conditions Document, school's policies and under the direction of the Headteacher:

Teach

- Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:
- plan and prepare lessons;
- teach, according to their educational needs, the pupils assigned to you,
- set and mark work to be carried out by the pupil in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;

Other activities

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports;
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and co-operate with persons or bodies outside the school; and
- participate in meetings arranged for any of the purposes described above.

Assessments and reports

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal or review of performance

- participate in arrangements made in accordance with the regulations for the appraisal or review of your performance and that of other teachers.

Review, induction, further train, and development

- review from time to time your methods of teaching and programmes of work;
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements.

Educational methods

- advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, health and safety

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover

- To supervise, and so far, as is practicable teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

External examinations

- participate in arrangements to prepare pupils for external examinations, assess pupils for the purposes of such examinations and record and report such assessments; and participate in arrangements for pupils' presentation for, and conduct, such examinations; you are not required routinely participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation)

Management

- contribute to the selection for appointment and professional development of other teachers and support staff, include the induction and assessment of new teachers and teachers serving induction periods
- assist the head teacher in carry out threshold assessments of other teachers for whom you have management responsibility;
- co-ordinate or manage the work of other staff; and
- take such part as may be required of you in the review, development and management of activities relate to the curriculum, organisation and pastoral functions of the school.

Administration

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons provide support for the teachers in the school; and
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Management time

- A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharge those responsibilities.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.

- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.