



Hughenden Primary School

Enrich - Empower - Ignite

CLASSTEACHER JOB DESCRIPTION

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher' Pay and Conditions Document
- Meet the expectations set out in the Teacher's Standards

Job Purpose

Whole School Organisation

- Actively promote our school core vision and values
- Follow all school policies, procedures and our acceptable code of conduct
- Know and understand the school aims, values and key expectations of all staff
- Be a positive role model of excellence in terms of behaviour, work and attitudes
- Make a positive contribution to the wider life and ethos of the school
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Take responsibility to promoting and safeguarding the welfare of children in our school
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Take a shared responsibility for the school environment and encourage the children to have pride in their school

Headteacher: Mrs Katherine Mann

Spring Valley Drive, Hughenden Valley, Bucks, HP14 4LR

Tel No: 01494 562501

Email: office@hughendenprimary.co.uk

www.hughenden.eschools.co.uk





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Teaching and Learning

- Plan and teach well-structured lessons, following the school's plans, curriculum and schemes of work
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Be accountable for the attainment, progress and outcomes of pupils
- 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

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
- Understand and adhere to the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding and follow all relevant policies to keep children safe including the code of conduct

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers and build positive partnerships that support pupils wellbeing and educational outcomes

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 with colleagues

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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 regards for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory framework 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 recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them
- Understand and adhere to the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding and follow all relevant policies to keep children safe including the code of conduct

Equal Opportunity

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

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not comprehensive list of all tasks that the post holder will carry out. The duties of this post may vary from time to time without changing the general character or the level or responsibility entailed.

Signed _____ Date _____

Class teacher _____

Signed _____ Date _____

Headteacher _____

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