



## JOB DESCRIPTION - CLASS TEACHER

**Accountable to:** Head Teacher

**Responsible to:** Deputy Head

**Key Responsibilities:** Pastoral and academic oversight of a class. Teaching the core subjects and any other teaching responsibility.

***Safeguarding Statement: Safeguarding is Everyone's Responsibility***

*Lyndhurst School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

**Experience:** Qualified Teacher – KS1 / KS2

**Salary:** £35,000

**Hours:** Your normal working hours will fall between the school's opening times of 08:00 to 18:00 during term time only (34 weeks per year), plus INSET days as required.

**Benefits:**

- Teachers' Pension Scheme
- Longer holidays (17 weeks!)
- Small class sizes with a maximum of 16-18 in a class
- Family feel/environment
- Potential for positions of responsibility and career growth
- Complimentary lunches
- Staff social events

**Key Duties and Responsibilities:**

**Teaching and Learning**

- Provide high quality inspiring teaching and learning, meeting the needs of all children.
- Produce and make available appropriate planning.
- Actively engage in curriculum development.
- Maintain and update an organised and engaging learning environment.
- Ensure that assessment feeds into the planning of learning.
- Establish strong working relationship with parents.
- Communicate with parents honestly and professionally regarding their child's progress and academic achievements.
- Liaise and work collaboratively with other staff in the school to ensure consistency and efficiency in the implementation of all school policies.



### **Pastoral Care**

- Be a positive role model to all, reflecting the school's values and aims.
- Liaise with and report to Deputy Head on issues pertaining to the well-being of all pupils.
- Be the first line of implementation of the School Behaviour Positive Policy and Anti-bullying Policy, responding to and recording appropriately incidents.
- Encourage pupils to value and celebrate everyone's achievements.

### **Health and Safety**

- Maintain a safe learning environment.
- Complete relevant documentation and training as required.
- Under the Health & Safety at Work Act all employees are required to take reasonable care for his/her own health and safety
- Follow and implement the School's Health & Safety policy.

### **General Duties**

- Cover lessons and other duties as required.
- Undertake administration duties.
- Participate in the school's after school care programme.
- Contribute to the wider life of the school.
- Implement all school Policies, paying particular attention to Safeguarding.
- To participate in lesson evaluation by peers and the Deputy Head, following the set protocols
- To attend INSET training as required
- To undergo any other training as reasonably required
- To participate in appraisal meetings with whichever staff member the Head designates to oversee individual staff appraisals

### **Professional Standards**

- Participate in the school's professional review process.
- To welcome prospective parents and visitors into lessons (with the Head or a member of staff designated by them) at any reasonable time
- Continually self-reflective on teaching and professional standards.
- Keep up to date with current educational developments.
- Extend and update personal ICT skills.
- Attend internal and external, staff meetings training courses and INSET.
- To follow all policies, protocols, procedures and regulations as stated in the staff code of conduct
- To maintain professional dress and appearance.
- To maintain mannerly and professional spoken and written relationships with all colleagues.
- To be publicly supportive of the School's mission, aims and aspirations.

*For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.*