



HORNSBY HOUSE SCHOOL

Job Description

Class Teacher (Maternity Cover)

To carry out the professional duties of a class teacher as specified in the Hornsby House contract.

In accordance with these terms and conditions, class teachers are responsible to the Headmaster to:

- 1) Promote the Aims, Values and Policies of the School. To actively support the School's Equal Opportunities, Disability and Behaviour Policies to strengthen the ethos of the School and maintain discipline and high standards of conduct and appearance.
- 2) To be responsible for the effective supervision of the work of the Classroom Assistant, where appropriate.
- 3) To be in the classroom ready to welcome the children at 8.00am and to be responsible for marking the register promptly.
- 4) Plan and match work to the children's individual abilities and skills both termly and daily according to the scheme of work provided.
- 5) Receive, read and promote the academic, pastoral and administrative policies of Hornsby House School.
- 6) Demonstrate a strong commitment to supporting children with Special Needs, working closely with the SENCo and other colleagues to achieve this.
- 7) Assess children's progress and maintain record-keeping procedures in line with our school policies, and provide detailed written reports for the parents, within the agreed time scale (twice yearly).
- 8) Actively promote home/school partnerships through clear welcoming, friendly communication and consultation.
- 9) Give positive contribution to their work as a member of a year group team, taking responsibility for some tasks and planning the term's work in collaboration with colleagues and the agreed scheme of work.
- 10) Take a keen interest in their own Professional Development, including attending relevant INSET and reporting back to staff.
- 11) Be prepared to take an extra curricular activity after school, to drive the minibus or accompany a group of children to a school activity off-site as appropriate.



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- 12) To be responsible for the display areas in the classroom and any other areas which may be allocated by the Art Co-ordinator.
- 13) Cover for absent colleagues and to be part of the duty rotas for the supervision of the children, both at playtime and lunchtime.
- 14) To attend Parents' Evenings, occasional Saturday or evening activities and other important commitments as specified by the Headmaster.
- 15) Ensure that teaching is always well-planned, appropriately paced and structured, consistent with school curriculum policies, differentiated, regularly marked and critically self evaluated so that improvements can be made.
- 16) To submit termly plans, to the relevant member of the curriculum leadership team, for the work in each subject by the first day of each new half term. To have daily planning for each subject.
- 17) Assist with the training, where appropriate, of trainee teachers based in the class. (not applicable to NQT candidates)
- 18) Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Person Specification

- A well-qualified Key Stage 2 Class Teacher
- Motivated, enthusiastic, sense of fun and approachable
- To be able to promote the well-being, health and happiness of the children in their class and any other assigned groups; foster positive self-esteem and hold high expectations of children's work and behaviour
- To be able to develop and maintain high standards of classroom management and organisation, to provide a stimulating environment for the children
- Have excellent communication and interpersonal skills and to be able to interact well
- Demonstrate a good working knowledge of the Curriculum in order to achieve the highest possible standards of teaching and learning within the classroom context.