

**London Borough of Havering
Children's Services Department**

Job title: Teacher

Grade: Teachers' Main Scale

School: *Harold Wood Primary School*

Reports to: *Headteacher*

Principal duties and responsibilities

The professional responsibilities and duties of a teacher are set out in detail in the Schoolteachers Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the postholder.

Subject to the direction of the headteacher:

1. Teaching the pupils and class(es) that are usually designated as part of an annual timetabling exercise, which includes planning a curriculum, and setting and marking work, including homework
2. Carrying out long term and short term planning, which is consistent with the policy and procedures of the school, and maintaining up-to-date planning records and data
3. Operating within the school assessment policy, which include school procedures on homework, marking work and feedback to pupils so that accurate and useful information is maintained about the development, progress and attainment of pupils, which can be used for statutory purposes and for reporting to parents and carers
4. Maintaining a calm learning environment within the framework of the behaviour policy of the school and its established codes of conduct and behaviour, intervening where necessary and using the support and assistance of more experienced and designated staff when needed
5. Carrying out a designated management, curriculum or organisational responsibility that is appropriate to this post, and which will usually be agreed and reviewed on an annual basis.
6. Covering classes, within the framework of the school's cover arrangements, where a teacher is absent. Providing cover information for other teachers in the event of

known and foreseen absence(s)

7. Supervising any other person working with the designated pupils and classes who is subject to the direction of the teacher, and providing professional leadership, management and day-to-day supervision for school support staff that is consistent with school protocols
8. Attending and taking part in a variety of different meetings, which could include (but not exclusively) parent meetings, school assemblies and concerts, staff meetings and school working parties, meetings with other children's services professionals and so on...
9. Preparing reports and information for parents and carers and, where relevant, governors, members of school staff and other agencies concerned with the education, well being and welfare of pupils
10. Contributing to team self-review and the development of professional practice in the school/department/team. This may involve attending meetings, including staff meetings
11. Taking part in school based induction, relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development
12. Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
13. Taking appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment, on and off school premises.
14. Carry out any other reasonable duties for the benefit of the children or the school.

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Sample person specification – Teacher

Skills and abilities	Essential	Desirable	Assessed by
The ability to collaborate effectively and efficiently with the school team and other professional & agencies	✓		Interview
Strong communication skills, oral, written and presentational	✓		Application, interview and demo lesson
The ability to teach well planned, organised, and well-structured lessons	✓		Demonstration lesson & interview
Proficiency in the use of ICT and the software programmes used in schools		✓	Application
The ability to deploy an extensive range of strategies and techniques to encourage positive behaviour and maintain good order and discipline	✓		Application, interview, & demo lesson
Knowledge			
Well developed (to be agreed) subject and/or curriculum knowledge and understanding	✓		Application
The ability to design and create innovative learning materials and lesson sequences	✓		Interview
The ability to give advice about how children and young people learn, develop and progress through life stages and events	✓		Application and interview
How ICT can be used effectively to motivate children to learn	✓		Application and interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application and interview
How to monitor, record and extrapolate relevant information to evaluate pupil progress and development and report to parents, governors and other professionals and agencies	✓		Application and interview
Health and safety policy and the role of the individual in promoting and safeguarding the welfare of the pupil	✓		Application and interview
Know how to promote and contribute to the implementation of equalities and inclusion policies in schools	✓		Application and interview
Qualifications and experience			
Qualified Teacher Status	✓		Evidence of qualification