

Coppetts Wood Primary School and Children's Centre



Post of CLASS TEACHER KS1/KS2

JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to:	Line Manager
Liaising with:	Headteacher, Senior Leadership Team (SLT) as well as all staff and pupils
Salary:	MPS / UPS according to experience
Start of Post:	September 2026

The Job description below is subject to annual review.

Main Purposes

- To carry out the professional duties of a main grade teacher as defined in the School Teachers Pay & Conditions Document and Teachers Standards Sept 2023
- To apply high professional standards in whole school responsibility and contribute to improvement initiatives and school development planning as required
- To discharge other duties as required by the Headteacher within the scope and status of the post

Policy and Legal Framework

The teacher will work within the framework of:

- School Teachers Pay & Conditions Document and Teacher Standards Sept 2023
- The latest national legislation of the National Curriculum
- School Policies, schemes on the curriculum and school organisation
- Borough policies, in particular those relating to curricular aims and principles and to the equality of opportunity

MAIN GRADE ACTIVITIES AND RESPONSIBILITIES: CORE TEACHING SKILLS

1. Curriculum Knowledge and Planning

- a) Plan using knowledge of school policies, national curriculum
- b) Plan differentiated work to meet the needs of individuals and groups providing progression and continuity
- c) Have high expectations of all pupils
- d) Communicate learning objectives supported by appropriate activities
- e) Take account of the personal, social and emotional needs of all pupils
- f) Plan to support and manage pupil behaviour positively and consistently, according to school policy
- g) Work as a member of a team, planning co-operatively, sharing information, ideas and expertise
- h) Consult and plan with support staff, non-teaching staff and outside agencies, as appropriate
- i) Liaise with the SENCO to ensure that the Code of Practice is implemented fully

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2. Assessing, Recording and Reporting

- a) Monitor and assess pupils' work effectively using positive formative methods
- b) Ensure pupils' receive daily feedback and work is marked in a way that will help the pupil to understand how to further improve and actively involve pupils in the assessment process
- c) Use a variety of methods to assess pupils' learning and development according to National Curriculum requirements and school policy
- d) Use assessment to identify individual needs and to inform planning
- e) Keep records of pupils' progress in line with school policy and statutory requirements
- f) Establish good relationships with parents to promote pupils' learning and development
- g) Report achievement in line with school policy and statutory requirements

3. Classroom Management

- a) Ensure the classroom is prepared and resourced for an active programme of learning before the start of each school session
- b) Maintain a stimulating, informative environment displaying pupils' work appropriately
- c) Organise an efficient and effective learning environment which enables children to be self-reliant and independent
- d) Teach pupils to take responsibility for resources and the environment
- e) Use a variety of suitable teaching and learning styles
- f) Ensure high quality teaching and learning, ensuring all children are learning and every child's needs are met.
- g) Gain and hold pupil attention through verbal and non-verbal strategies
- h) Ensure positive behaviour management strategies.
- i) Ensure and support smooth transitions, from one location or activity to another
- j) Communicate clear expectations to pupils, giving unambiguous instructions and explanations
- k) Communicate personal enthusiasm and stimulate and maintain interest in learning
- l) Manage appropriate and inappropriate behaviour to sustain a purposeful working atmosphere
- m) Encourage the children to strive for excellence in work and behaviour

4. Managing People

- a) To be responsible for the management of any Teaching Assistant or Support Staff who may be working with the class, promoting a positive working relationship and reporting any difficulties to the Leadership Team promptly
- b) To co-operate with all members of staff, parents and outside agencies in addressing the needs of children
- c) To communicate with parents of pupils in the class in order to discuss children's work or any other matters that arise. To document such information for the school official records, where appropriate
- d) To build positive relationships with parents and carers
- e) To work with all members of staff and parents and children to ensure that the school's behaviour guidelines and expectations are implemented and to work, at all times, towards the happy, self-disciplined child
- g) To attend and take a constructive part in staff meetings, INSET and other school CPD
- h) To attend meetings and Parents' Evenings as required and agreed

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Creativity Coppetts

Work Hard Wood

Persevere Primary

Succeed School

- i) To take and lead year group, Key Stage and whole school assemblies when required (not applicable to ECTs)

5. Managing a Subject Area (not applicable to ECTs)

- a) To take a lead in a subject area (non-core) as agreed with the Leadership Team, by supporting staff in policy development and practice in this area
- b) To monitor this area through work scrutiny, pupil conferencing, discussion with staff, and any other ways
- c) To advise other members of staff on the resources available and to monitor their use
- d) To contribute to the formulation of the School Improvement Plan

6. Managing Finance (not applicable to ECTs):

- a) To order resources for a specified area of responsibility (if applicable)
- b) Maintain financial records of resources and work within a set budget (if applicable)

7. Managing Information:

- a) Note all messages sent via email. Note and respond to all communications sent via the class register and/or school office
- b) Ensure that accidents, bullying and racist incidents and other significant behaviour incidents are properly reported and recorded and any issues of Health & Safety are reported to the Senior Management or named Health & Safety coordinator
- c) Demonstrate an awareness of the schools' policies
- d) Ensure that the Headteacher is kept informed of significant positive and negative issues related to the class

MAIN GRADE ACTIVITIES AND RESPONSIBILITIES: GENERAL

8. Personal Effectiveness

- a) To evaluate and review one's own teaching methods having regard for current educational practice and a whole school approach which supports the children's learning at all times
- b) To set high standards of punctuality. To be on time for the teaching sessions and to be in class to greet the pupils at the start of teaching sessions
- c) To keep up to date with current educational thinking and practice, by studying, reading and by attendance at appropriate courses, workshops and meetings as school duties permit
- d) To be able to communicate effectively both verbally and in written form on a specified area of responsibility
- e) To use PPA and any other classroom release time profitably for the betterment of the children's education and be able to account for this time as requested.
- f) To ensure deadlines are met.

9. Whole School Commitment

- a) To demonstrate a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in the school year
- b) To undertake, with all other members of staff, general responsibilities concerned with the day to day running of the school
- c) To be supportive of the school's extra-curricular activities
- d) To take an active part in the school's involvement with the wider community
- e) To ensure the children's safety
- f) To have strong values and embrace the values and ethos of the school.

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g) To safeguard all children, at all times, alerting the safeguarding team to any concerns.

Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had that shows how you meet these requirements when you fill in your application form and prepare your supporting statement.

Class Teacher Person Specification	
Essential	Desirable

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<p>ECT or Qualified Teacher Status (or in the case of ECT applicants, current training towards this)</p> <p>Sound knowledge, understanding and practice of effective safeguarding legislation and guidance</p> <p>An enhanced DBS certificate</p> <p>Appropriate and positive references from previous place of employment or training</p> <p>Experience of teaching KS1 or KS2</p> <p>Ability to work effectively, both independently and as part of a team</p> <p>Self-motivated, pro-active and confident as a classroom practitioner</p> <p>High expectations and aspirations for all children</p> <p>High expectations of and aspirations for oneself</p> <p>A commitment towards meeting the needs of all pupils</p> <p>Ability and willingness to reflect on and evaluate one's own practice and performance</p> <p>Willingness to engage in coaching and mentoring for professional development and growth</p> <p>A clear commitment to equal opportunities, diversity and inclusion</p> <p>A vision, values and ethos that reflects those of the school</p> <p>Good emotional intelligence and interpersonal skills</p>	<p>Evidence of consistently excellent practice</p> <p>Flexibility to teach KS1 and KS2</p> <p>Excellent behaviour management</p> <p>Effective at supporting and meeting needs of pupils with a wide range of SEND</p> <p>Strong emotional intelligence and effective in building and growing relationships, with adults and pupils</p> <p>A clear vision of immediate and longer-term professional development needs.</p> <p>Ambition to explore and achieve promotion opportunities</p> <p>Confidence in Assessment for Learning.</p> <p>A sound understanding of different learning styles and how to support them</p> <p>A good understanding of work-life balance and how to achieve this</p>
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