



## Job Description: Class Teacher

### Job Title: Key Stage 1/2 Class Teacher

#### Job Purpose:

The Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and proprietors;
- ensure that the current national conditions of employment for schoolteachers are met.

#### Duties:

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the Designated Safeguarding Leaders.



## **Widford Lodge Preparatory School**

For boys and girls aged 2 ½ to 11

Chelmsford, Essex CM2 9AT

01245 352581 admin@widfordlodge.co.uk

### **KEY STAGE 1/2 TEACHER**

A well-qualified teacher with energy and commitment is required to join the team at our friendly and vibrant school.

A willingness to become fully involved in the extracurricular life of the school is expected.

For further details please go to the school's website [www.widfordlodge.co.uk](http://www.widfordlodge.co.uk)

Closing date for applications:

Widford Lodge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.