



Highfield Priory  
Independent Day School  
and Nursery

## **Class Teacher Job Description**

### Overall Purpose:

To provide a high-quality educational experience for all children and teach to the highest level as a class teacher

### Internal Relationships

All Academic and Educational Support Staff and current pupils

### External Relationships:

Parents of pupils, former pupils, suppliers and service providers, external agencies.

### Key duties and responsibilities:

For the right candidate, there is an opportunity to become a subject coordinator in Music, IT, English or Maths.

### Key Responsibilities:

- To carry out the professional duties of a class teacher as required.
- To have a thorough working knowledge of the school's policies, aims, values and vision and ensure that they are reflected in all areas of school life.
- To lead the raising of academic standards for all children in your subject.
- To develop the quality of teaching and learning in your subject across the whole school.
- To work alongside other staff to promote excellent behaviour and a positive ethos within the school.
- To undertake any additional duties and tasks under the reasonable direction of the Headmaster.
- To maintain and look for ways to improve the school's excellent NCT results.
- To set clear school targets in your subject for all teachers as a collective and for individuals where necessary.
- To update the Curriculum Policy for your subject and ensure its implementation through lesson observation and book scrutiny.
- To understand your subjects strengths and weaknesses for the pupils in each year group and allocate resources and support where it is needed.
- To evaluate the strengths and weaknesses of the teaching of your subject across the school and action areas for improvement (through study of assessments, book scrutiny and lesson observations).
- To keep up-to-date with all changes to the National Curriculum and assessment and adapt our teaching and assessment of your subject accordingly.

### Experience and Qualifications

#### Essential

- PGCE/BEd or equivalent
- Creative and inspirational teaching
- Extensive teaching experience

#### Desirable

- Subject-management experience
- Further relevant professional qualifications and professional development
- Performance management experience and/or training
- A-Level in your subject area

## Skills and Knowledge

### Essential

- Excellent subject knowledge
- Excellent knowledge and understanding of the National Curriculum and latest developments
- Excellent knowledge of best practice for teaching and learning
- Up-to-date knowledge of current learning strategies
- Ability to prioritise workloads
- Ability to work on own initiative
- Ability to inspire children with an enthusiasm for learning
- Excellent interpersonal and communication skills
- Excellent classroom management
- Excellent administrative abilities and confidence in IT skills

### Desirable

- Evidence of continuous professional development
- Knowledge of a range of assessment techniques

## Personal Attributes

- A strong belief in the importance of team work
- A willingness and desire to be involved in extra-curricular activities
- A recognition and appreciation of the diversity of cultures and nationalities within the school
- A proven commitment to equal opportunities
- A proven commitment to multi-cultural education
- A proven commitment to safeguarding the welfare of children
- High expectations and professionalism with a positive attitude to promoting the school through your teaching and actions
- A strong belief in the importance of working with parents, carers and the wider community for the benefit of the children within your care
- A positive approach to behaviour management
- A warm and engaging personality with high levels of intellectual ability, energy, commitment, determination and stamina