



# Moss Hall Schools Federation

**Moss Hall Infant School** Moss Hall Grove, Finchley, N12 8PE 020 8445 9735

**Moss Hall Junior School** Nether Street, Finchley, N3 1NR 020 8445 7965

[www.mosshall.school](http://www.mosshall.school)

## **Job title:** Class teacher

**Salary:** MPG / Outer London

**Hours:** full time / part time

**Contract type:** Full time/ Permanent/ Fixed Term (delete as appropriate)

**Reporting to:** Phase Leader > Head of School > Executive Head teacher

## **Main purpose**

The teacher will:

- To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- To contribute to overall school excellence as a member of the federation staff team

## **Duties and responsibilities**

### **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part actively in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers, following the schools agreed procedures

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality leading others through modelling personal excellence
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



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## MHSF Person specification: class teacher

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Recent UK based, successful primary teaching experience (ECTS: successful placements and any other relevant experience)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the aims, programmes of study and subject content of the KS1 and 2 National Curriculum/ EYFS curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A research and evidence informed understanding of how children learn and the following teaching strategies:               <ul style="list-style-type: none"> <li>○ Reviews learning</li> <li>○ Offers new material in small steps</li> <li>○ Asks questions</li> <li>○ Provides models</li> <li>○ Guides practice and checks for understanding</li> <li>○ Scaffolds difficult tasks or for some learners</li> <li>○ Builds in ample independent practice</li> <li>○ Reviews learning</li> </ul> </li> <li>• Good subject knowledge and the drive to take the initiative to improve this rapidly when needed</li> <li>• Ability to build effective working relationships with pupils and their families, setting boundaries and managing these warmly and firmly</li> <li>• Knowledge of guidance and requirements around safeguarding children and experience of applying these systematically</li> <li>• Knowledge of effective behaviour management strategies and ability to implement strategies and apply these systematically</li> <li>• Good ICT skills, particularly using IT to support learning and teacher workload management</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• “Sky High” expectations for ALL children’s attainment and progress driven by your own moral purpose</li> <li>• Self-awareness and the commitment to learning through feedback</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• The ability to “get things done,” showing initiative and personal drive</li> <li>• The drive to improve own subject knowledge through professional reading, use of social media e.g. EduTwitter, subject expertise, membership of professional associations</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder. It will be reviewed in line with the appraisal policy cycle

**Last review date: spring 24**

**Next review date: spring 25**

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_