

JOB DESCRIPTION - CLASS TEACHER

PART 1

The Class Teacher appointed to the North West London Jewish Day School ("The School") will be required to carry out the duties of a Schoolteacher as set out in the Schoolteachers' Pay and Conditions Document.

PART 2

1. PURPOSE OF THE POST

To be responsible for the learning, progress, safety and welfare of a class of pupils; to take a share of collective staff responsibility for the pupils; and to promote the ethos and philosophy of an orthodox Jewish Primary School.

2. ORGANISATIONAL RELATIONSHIPS

The class teacher is responsible to their Head of Key Stage and overall to the Headteacher.

3. SERVICE RELATIONSHIPS

The class teacher will work in co-operation and liaison with:

- all other members of staff including in particular, those with a responsibility for curriculum leadership or co-ordination.
- members of support services working at The School.

4. OTHER RELATIONSHIPS

The class teacher is likely to have contact and to work with:

- parents;
- governors /trustees;
- members of the local community.

5. RESPONSIBILITY

The class teacher is responsible for the implementation of School policies on race and gender equality, and of curriculum guidelines on various subjects, in order to promote the learning, progress, safety and welfare of pupils in her/his class.

6. TASKS AND DUTIES

- (i) To teach classes, groups or individual pupils, as assigned by the Headteacher;

NORTH WEST LONDON JEWISH DAY SCHOOL

180 Willesden Lane
London, NW6 7PP

T 020 8459 3378
F 020 8451 7298
www.nwljds.org.uk
admin@nwljds.org.uk

Headteacher
Miss Judith Caplan BEd (Hons) NPQH

Principal
Dayan Ivan Binstock

Patron
Chief Rabbi Ephraim Mirvis

- (ii) To plan, prepare, develop, evaluate and review teaching methods, materials and schemes of work;
- (iii) To maintain an attractive and stimulating classroom environment, taking particular care over classroom displays and book provision to ensure they are non-racist and non-sexist;
- (iv) To maintain good order and discipline among pupils and safeguard their health and safety, and to develop relationships conducive to optimum learning;
- (v) To assess, record and report on pupils' work (including homework) and on their progress and attainment;
- (vi) To provide guidance and counsel to pupils on educational, personal and social matters;
- (vii) To keep up-to-date with current educational thinking, and to review one's own practice in the light of this;
- (viii) To participate in arrangements for in service training and professional development;
- (ix) To submit teaching schedules and records of pupils' progress to the Headteacher;
- (x) To engage in strategies of self-appraisal and to assist in processes of School appraisal;
- (xi) To build and maintain co-operative relationships with parents and members of the community;
- (xii) To communicate regularly with parents on pupils' learning and progress, and drawing attention to special gifts and aptitudes as well as to problems or difficulties;
- (xiii) To be responsible for a specified area of the curriculum throughout The School, ensuring that:-
 - the syllabus is appropriate to each level;
 - the skills required to enable effective learning are regularly checked;
 - the progress of each child is properly and effectively monitored;
 - adequate resources are available for the teaching of the subject.

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(xiv) To undertake other specific tasks and duties which may from time to time be required by the Headteacher.

7. SALARY

Teachers Pay Scale + Inner London Allowance.

PART 3

The teacher appointed to the North West London Jewish Day School will be required to carry out such particular duties as the Headteacher may reasonably direct from time to time.

The job description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with the teacher concerned.

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