

# Job Description – Class Teacher

POST TITLE	Class Teacher
Purpose / Context Statement:	Provide high quality, engaging teaching and learning to pupils of all ages and abilities. Maintain high expectations of pupils and encourage them to contribute to the wider life of the school and contribute to our shared vision and values. Take an active part in the extra-curricular life of the school.
Reporting to:	Head Teacher
Responsible for:	<ul style="list-style-type: none"> <li>Assigned TAs and other support staff within lessons as appropriate</li> <li>Supporting and developing ITT pupils as and when required</li> </ul>
Principal Contacts:	Students, colleagues and parents
Working Time:	Full Time (1265 hours directed time)
Salary/Grade:	Main Scale or UPS in line with experience
Disclosure level:	Enhanced
Key Responsibilities	
Teaching and Learning	<ul style="list-style-type: none"> <li>Plan and adapt effective lessons to meet the needs of all pupils including vulnerable learners.</li> <li>Deliver 'Quality First Teaching' in line with the agreed school curriculum or Early Years Framework as appropriate.</li> <li>Motivate pupils to achieve their expected outcomes and exhibit high standards and engagement in their learning.</li> <li>Provide regular and timely feedback following school policy, and encourage pupils to reflect on their learning and become increasingly independent in taking responsibility for their own learning.</li> <li>Foster an atmosphere of mutual respect and equality for all.</li> <li>Ensure good behaviour for learning through consistent use of the school's behaviour policy.</li> <li>Develop and encourage cross-curricular links, learning beyond the classroom and personal development.</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>Contribute to the development of an engaging and challenging curriculum for all year groups.</li> <li>Ensure that communication, literacy, numeracy and SMSC and are reflected and promoted within the curriculum.</li> </ul>
Leadership and Management:	<ul style="list-style-type: none"> <li>Contribute to the School Development Plan as appropriate to subject leader responsibilities.</li> <li>Provide support and mentoring to new and less experienced colleagues.</li> </ul>
Liaison:	<ul style="list-style-type: none"> <li>Contribute to school staff, team, Trust and Key Stage meetings as required.</li> <li>Attend all relevant parents' meetings to provide face to face support for pupils and their parents.</li> </ul>
Staff Development / Performance Management:	<ul style="list-style-type: none"> <li>Engage fully in the school's Performance Management processes.</li> <li>Share good practice and promote collaboration to motivate and inspire colleagues within school and across the Trust.</li> </ul>
Management Information:	<ul style="list-style-type: none"> <li>Provide timely and accurate assessment of pupils' work in line with school calendars.</li> <li>Identify and take appropriate action on issues arising from analysis of pupil and whole school or year group data.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>Communicate effectively and positively with all stakeholders.</li> </ul>
Management of Resources:	<ul style="list-style-type: none"> <li>Maintain a high quality learning environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work collaboratively to conserve resources.</li> </ul>
Student Welfare:	<ul style="list-style-type: none"> <li>• Encourage pupil wellbeing through positive interactions and use of praise and reward systems</li> <li>• Record any safeguarding concerns regarding pupils on CPOMS</li> </ul>
Safeguarding, confidentiality and data protection:	<ul style="list-style-type: none"> <li>• Undertake safeguarding training and briefings as required.</li> <li>• Ensure that all pupils and staff are appropriately safeguarded.</li> <li>• Maintain appropriate levels of confidentiality when dealing with stakeholder data and information.</li> <li>• Adhere to the General Data Protection Regulations.</li> </ul>
Quality Assurance:	<ul style="list-style-type: none"> <li>• Ensure the maintenance of accurate records of progress, and contribute to moderation activities to ensure consistent application of assessment across the school, Trust, and Local Authority.</li> <li>• Fully engage with the school's monitoring programme including, for example, work scrutiny, professional discussion, learning walks and lesson observations.</li> <li>• Ensure that all communication follows school or Trust policies and branding guidelines.</li> </ul>
Extra-Curricular:	<ul style="list-style-type: none"> <li>• Support the school's extra-curricular programme through active participation.</li> </ul>
Supervision:	<ul style="list-style-type: none"> <li>• Supervise pupils outside the classroom in line with the staff duty rota.</li> </ul>
Personal Development:	<ul style="list-style-type: none"> <li>• Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD.</li> <li>• Ensure subject knowledge is kept up to date.</li> <li>• Keep up to date with developments in teaching, learning and assessment.</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>• Promote safe working practices and take all reasonable steps to manage own safety.</li> <li>• Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, to support our vision and values and encourage staff and pupils to follow this example.</li> <li>• Attend meetings outside normal working pattern as required.</li> </ul>

Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. All teaching staff are expected to follow the staff code of conduct and meet the requirements of the Teachers Standards.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.

# Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Experience</b>	Experience of teaching Early Years Foundation Stage / Key Stage 1 / Key Stage 2	Experience of teaching Year R / 1 / 2 / 3 / 4 / 5 / 6	Application Form  Interview  References
<b>Education and Qualifications</b>	Qualified Teacher Status  Grade B or higher in both English and Maths GCSE		Certificates  DfES Number
<b>Training/ Development</b>	Experience of working with children with SEND  An understanding of data analysis at local and national level  Commitment to CPD – show an ability to question and request the right training and development that links to the post; seek opportunities that add to skills and knowledge; respond positively to opportunities that arise and support others' learning and share learning with others	Completed additional training/ experience in autism and/or dyslexia  First Aid trained  Leadership and Management in a Core Subject  Experience of RWI  Knowledge of Thrive	Application Form  Interview  Certificates
<b>Skills and Abilities</b>	An ethos for success.  An outstanding, innovative practitioner committed to raising academic achievement.  An enthusiasm for the development of the new curriculum.  A high level of behaviour management skills.  An understanding of educational pedagogy.  Experience of planning work to a high standard, using formative assessment to inform planning and  Set pupil targets.  A sense of humour.  Smart appearance and punctuality.  Able to build and maintain successful relationships with pupils.  Able to work collaboratively with colleagues and carry out roles effectively, knowing when to seek help and advice.	Lead of an area of School Development Plan – Core Subject	Application Form  Interview  References

	<p>Able to communicate effectively and sensitively.</p> <p>Able to improve own practice through observations, evaluations and discussions with colleagues.</p>		
<b>Other Factors</b>	<p>Range of out-of-school activities.</p> <p>A willingness to work beyond the classroom with children on extra- curricular activities.</p>		<p>Interview</p> <p>References</p>

**Orchard Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**