

## Job Description for the Post of Class Teacher at Arbour Vale Satellite Centre

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### **Job Purpose:**

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012)
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Key Responsibilities:**

*All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.*

### **Teaching**

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils with special educational needs and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- Demonstrate a clear understanding of appropriate teaching strategies
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress

- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document* as appropriate

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships

- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

### **Additional notes**

- This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

### ***Person Specification for the Post of Class Teacher***

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The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

| Area                                 | Requirements                                                                                                                                     | Essential/Desirable |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Qualifications</b>                | Qualified Teacher status                                                                                                                         | Essential           |
|                                      | Evidence of continuous INSET and commitment to further professional development                                                                  | Desirable           |
| <b>Experience</b>                    | The Class Teacher should have experience of teaching at relevant key stages/specialism                                                           | Essential           |
|                                      | Working in partnership with parents                                                                                                              | Essential           |
|                                      | Teaching experience across a wide age range                                                                                                      | Desirable           |
|                                      | Experience working with other stakeholders and agencies                                                                                          | Desirable           |
| <b>Knowledge &amp; Understanding</b> | The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies). | Essential           |
|                                      | Statutory National Curriculum requirements at the appropriate key stage/level of development.                                                    | Essential           |
|                                      | The monitoring, assessment, recording and reporting of pupils' progress.                                                                         | Essential           |
|                                      | The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN Safeguarding and Child Protection.                | Essential           |
|                                      | The positive links necessary within school and with all its stakeholders.                                                                        | Essential           |
|                                      | A range of effective teaching and learning strategies .                                                                                          | Essential           |
|                                      | The preparation and administration of statutory National Curriculum tests.                                                                       | Desirable           |
|                                      | The links between schools, especially partner schools.                                                                                           | Desirable           |
| <b>Skills &amp; Abilities</b>        | promote the school's vision and aims positively, and use effective strategies to monitor motivation and morale;                                  | Essential           |
|                                      | develop good personal relationships within a team and across teams;                                                                              | Essential           |
|                                      | establish and develop close relationships with parents, governors and the community;                                                             | Essential           |
|                                      | communicate effectively (both orally and in writing) to a variety of audiences;                                                                  | Essential           |
|                                      | create a happy and effective learning environment.                                                                                               | Essential           |
|                                      | develop strategies for creating community links.                                                                                                 | Desirable           |
| <b>Personal Attributes</b>           | Approachable                                                                                                                                     | Essential           |
|                                      | Honest and Open                                                                                                                                  | Essential           |
|                                      | Resilient                                                                                                                                        | Essential           |
|                                      | Committed                                                                                                                                        | Essential           |
|                                      | Empathetic                                                                                                                                       | Essential           |
|                                      | Enthusiastic                                                                                                                                     | Essential           |
|                                      | Organised                                                                                                                                        | Essential           |
|                                      | Patient                                                                                                                                          | Essential           |
|                                      | Resourceful                                                                                                                                      | Essential           |

*Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.*

*Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This **Job Description and Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate*



*changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*