

A close-up, low-angle shot of a teacher and a student looking at a tablet together. The teacher, on the left, is wearing a dark green and yellow camouflage hoodie. The student, on the right, is wearing a dark red hoodie. They are both looking at a tablet screen which is partially visible in the bottom right corner.

Class Teacher



Windsor
Academy Trust



Job Description

Salary	Main Pay Scale
Reporting to	Headteacher, Phase Leader
Responsible for	N/A
Location	Colley Lane Primary Academy

The following generic responsibilities are consistent for all Classroom Teachers. All teachers will be expected to meet the appropriate Teacher Standards/Post Threshold Standards as a minimum requirement (relevant to experience)

Responsible for: Ensuring that pupils make progress and have the opportunity to achieve their potential and meet high expectations. Delivering the national curriculum and schemes of Work as appropriate and as directed by the phase lead.

Purpose

- To provide a quality of teaching and learning provision that can be judged to be at least effective and ensures all students make at least good progress
- Be accountable for the attainment and progress of all students who are taught by the post holder
- Supervise and guide the work of any additional staff who are assigned to work with post holder's students
- To provide pastoral support and guidance for all students in the post holder's classes

Teaching and Learning

- To set clear learning objectives and plan for and teach across the whole age and ability range for an appropriate portion of the week
- Use data to intellectually prepare lessons learning materials and questions to motivate and support all students to make at least good progress
- To have high aspirations and set challenging targets for all students
- To set high expectations for students behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences
- To work in collaboration with additional adults assigned to any groups/student
- Take account of students' prior attainment and individual needs and use them to set appropriately challenging tasks

- To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning
- To provide intervention activities for those students who need support to boost attainment/progress or who require additional challenge
- Set work for students absent from school for health or disciplinary reasons
- To manage the behaviour and discipline of students within the classroom in line with the school's Behaviour Policy
- To ensure that teaching room, resources and equipment are maintained in good order with particular regard to Health & Safety and security of property
- To use ICT and other technologies and learning resources as learning tools to inspire and motivate learners
- To ensure that a stimulating environment is maintained in the classroom including provision of a high quality display

Assessment recording and Reporting

- To maintain plans of lessons undertaken and records of students' work, their attendance and attainment
- To mark, assess and return students work in line with feedback policy,
- To keep high quality records to promote tracking and monitoring of student progress using data and teacher assessment records
- Use data to set aspirational targets and plan challenging activities
- To report and record student attainment, progress and results of assessments within the school's recording and reporting structure
- Attend the appropriate Parents' Evenings and individual meetings to keep parents/carers informed as to the progress of their child towards targets
- Be familiar with school records and information relating to students who have additional needs (including those who are gifted and talented) and use this information to ensure that all students can access the curriculum and are supported to attain well and make at least good progress

Pastoral Responsibilities

- To take responsibility for promoting and safeguarding the welfare of children and young persons
- To be the first point of contact for parents/carers in your class
- To monitor and set targets for the social progress of individuals in your class
- To undertake responsibility for the delivery of the Well-being programmes to your class
- To promote good attendance and punctuality and monitor in accordance with the school's Attendance Policy providing support/intervention for those who find it hard to maintain high standards

General Professional Responsibilities

- To attend meeting as part of the agreed meeting cycle
- To undertake professional learning identified through the appraisal structure and as organised for staff to promote individual and whole school improvement work
- To support and implement all relevant teaching and learning area policies, including the Code of Conduct for staff and whole school policies
- To act as a role model to students in respect of dress, attendance and punctuality and general conduct
- To ensure that all deadlines are met as published in advance
- To undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Head Teacher
- To fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document

General

- Actively contribute to the overall ethos, culture, values and aims of WAT
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post is subject to an enhanced DBS with barred list check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Person Specification

Area	Essential	Desirable
Degree or equivalent in related subject	✓	
Qualified Teacher status	✓	
Evidence in continuing professional development	✓	
Degree at 2:1 or above in related subject		✓
Knowledge and experience		
Strong classroom practitioner	✓	
Knowledge and understanding of teaching and learning issues related to specialism	✓	
Able to work to deadlines	✓	
Experience of working in a similar sized school	✓	
Understanding of a broad range of current relevant educational issues/initiatives	✓	
Skills and competencies		
Passion and enthusiasm for teaching and learning	✓	
High expectations of students	✓	
Empathy with children/parents who are experiencing difficulties	✓	
Approachability	✓	
Able to work as a member of a team	✓	

Other qualities

Enthusiasm for teaching and children.

✓

An excellent and committed teacher.		✓
Flexible, able to cope with change		✓
Excellent communication and interpersonal skills.		✓
Be open minded, willing to question and refine personal and professional attitudes and practice in order to further improve.		✓
Willingness to take a full part in the life of the school. ability to develop good relationships within a staff team, with parents, governors and community.		✓
Enthusiasm to share practice across the Trust.		✓



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