



Class Teacher

Edlesborough Primary Academy

Role Outline

Last reviewed: February 2022

Class Teacher

Role Summary

To provide a learning environment that enables all children to access the curriculum and learn to the best of their ability.

To teach our exciting and challenging curriculum, teaching consistently outstanding lessons, and promoting exceptional levels of academic development, attainment and wellbeing for all pupils.

Time Commitment

40 hours per week, 8am-5pm, 1 hour for lunch, Monday to Friday including INSET days.

Reports to: Headteacher and Governing body

Supervisory responsibility: Responsible for supervising and deploying teaching assistants allocated to work with you. To carry out playtime supervision as required.

Curriculum Responsibility: We have a range of curriculum responsibilities available to the successful applicants which will build upon their strengths or allow continued professional development.

Key responsibilities:

- To work in close partnership with the Headteacher, Deputy, Staff, Governors, Parents and External Agencies, following agreed whole school policies, to achieve the school vision and promote the school ethos
- To ensure the highest possible quality of education, range of educational opportunities and standards of attainment, providing equality of opportunity for all
- To be responsible for promoting and safeguarding the welfare of pupils within the school

Duties

All teachers are required to fulfil the 2012 Teachers' Standards in line with the appropriate Career Level Profile. All teachers are required to carry out the duties of a class teacher as set out in the current School Teachers' pay and conditions

TEACHING AND LEARNING

(See Teachers' Standards 2012 for detailed breakdown of expectations)

- Meet expectations of teaching at appropriate career level profile
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons

- Adapt teaching to respond to the needs of all pupils
- Make accurate and effective use of assessment, monitoring children's progress, keep records and evaluate children's achievements. To set children high standards in the content and presentation of their work by the quality of your displays of that work.
- Employ teaching and learning strategies which promote independent learning, provide opportunities for first-hand experience and use a cross curricular approach to the curriculum.
- To plan and deliver the curriculum within the framework of present school policies, both in short and long term planning structures.
- Set clear targets, based on prior attainment, for pupils' learning.
- To plan and resource a classroom which will encourage the development of all aspects of children's learning. In particular, to encourage children independent use of resources and involvement in their learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Lead, organise and direct support staff within the classroom.

DEVELOPMENT AND WELLBEING OF WHOLE CHILD

- Manage behaviour effectively to ensure a good and safe learning environment (see standards)
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks/having the highest expectation of every child, believing that every learner has unlimited potential for development.
- Be responsible for promoting and safeguarding the welfare of all children, including raising concerns with the Designated Person.
- Ensure the care and well-being of all children in an environment where each child is valued
- Monitor and record pastoral aspects of development including informing parents of issues concerning well-being. Work in partnership with parents, carers in providing a quality education experience for all the children and report to parents on the development, progress and attainment of pupils.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.

PROFESSIONAL RESPONSIBILITIES

- Make a positive contribution to the wider life and ethos of the school
- Responsibility for a curriculum area
- Be committed to supporting extra-curricular activities
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support, working as part of a team in all aspect of school development.
- Deploy support staff effectively
- Be responsible for the content and organisation of cover sessions
- Communicate effectively with parents with regard to pupils' achievement and wellbeing
- Liaise with all stakeholders as necessary and participate in meetings as arranged
- Work collaboratively within teams and partnerships, contributing effectively to the development of the school.
- Communicate and co-operate with specialists from outside agencies.

- Participate in meetings which relate to the school's management, curriculum, administration or organisation.

PROFESSIONAL DEVELOPMENT

- Participate fully with arrangements made in accordance with the revised Performance Management Regulations 2012
- Regularly review the effectiveness of your teaching and assessment procedures and their impact on pupils' progress, attainment and wellbeing, refining your approaches as necessary
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Participate fully in training and development opportunities identified and offered by the school, keeping abreast of current thinking and sharing with other staff all significant developments
- Participate in the appraisal system for the appraisal of their own performance and that of other teachers.
- Depending on experience, lead a curriculum area or aspect.

PARTICULAR DUTIES

- Undertake any other reasonable and relevant duties requested by the Head Teacher in accordance with the changing needs of the school.

KEY ORGANISATIONAL RESPONSIBILITIES

- Enactment of Health and Safety requirements and initiatives as directed and as outlined in school policies
- Full compliance with Safeguarding procedures
- Full compliance with Data Protection legislation and confidentiality procedures
- Operate at all times in compliance with the School's Equal Opportunities Policies

CURRICULUM RESPONSIBILITIES:

- Carry out the practical duties necessary for the effective running of the area, including ensuring adequate resources, liaising with staff, parents and external bodies as required.
- Monitor and evaluate the effectiveness of provision throughout the school
- Maintain a clear action plan for development, including identifying costs for resources and development.
- Lead initiatives to develop and improve the area, contributing to the School Development Plan where appropriate
- Organise CPD for your area as appropriate
- Keep the head teacher and governors abreast with your curriculum area.

NOTE

The School Teachers' Pay and Conditions Document and the Teachers' Standards give details of the role and professional responsibilities of the teacher. This overview should be read in conjunction with these documents. The job description is subject to annual review, however it may be amended at any time in consultation with the post holder.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.

Other duties

- Adapt to different situations required to provide education (i.e. providing remote learning, online marking, virtual meetings etc.).

Review

This role outline is not definitive and will be subject to regular review.

Equal Opportunities and Safeguarding

The Knowledge Schools Trust is committed to equality of opportunity and to safeguarding children. Successful candidates will be subject to an enhanced Disclosure and Barring Services check and other employment checks.

Special Note

Role Outlines are intended as reference documents which identify main responsibilities and activities.

This Role Outline may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed: Date:

Signed: On behalf of the Knowledge Schools Trust
