**Class Teacher Job Description**

**Pay – Main Scale / Upper Pay Scale**

**Accountable to: Phase Leader**

**Purpose of Job:**

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
* Meet the expectations set out in the Teachers’ Standards

**Duties and Responsibilities:**

**Teaching**

* Plan and teach well-structured lessons, following the school’s plans, curriculum and planning format
* Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes of pupils
* Demonstrate good subject and curriculum knowledge across the curriculum they teach
* Set up a positive and motivating learning environment within the classroom which reflects current learning, supports children with their learning, is inviting and engaging and which celebrates children’s work

**Professional development**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

**Shaping the Future**

**All staff will work with the Headteacher, Senior Leadership Team and the Local Governing Board to deliver the vision for Haydon Abbey School and Pre-School and implement its aims, objectives, vision and values.**

* Work with the Headteacher, SLT and Local Governing Board to contribute to the future direction of the school and support to plan for its future needs and further development within the local, national and international context
* Demonstrate high standards of personal integrity, loyalty, discretion and professionalism
* Assist in implementing school policies
* Support to ensure the whole school community is committed to its vision and values, motivated to achieve them and engaged in meeting all objectives and targets that secure the educational success of the school

Behaviour and safeguarding

* Work with parents, carers, pupils and staff to create open discussions about pupils’ needs, the school’s expectations and what appropriate support looks like
* Work with pupils to demonstrate and encourage good behavior in line with the school’s behavior policy
* Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support
* Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety
* Report any areas of concerns regarding individual children. All staff should be aware of the school’s arrangements regarding safeguarding

Curriculum and leadership

* Demonstrate enthusiasm for learning and improving skills, and model this to all pupils
* Engage with staff and school leadership to put whole-school strategies in place to support the learning of all pupils
* Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school

It is understood that the above duties and responsibilities may change from time to time to suit the needs of the school and pupils. You may be asked to move year groups / phase or support individual pupils to support pupils as and when necessary.

**Developing a learning community**

**Through effective and inspiring leadership and management, each member of staff will support the Headteacher and SLT to build a dynamic learning community that enables and empowers others to achieve and excel:**

* You need to model professional conduct and demonstrating high personal standards of credibility, expertise and commitment
* Support the implementation of highly effective communication systems that keep all members of the school community well informed appropriate to their roles and responsibilities
* Ensure highly constructive working relationships are formed and maintained between staff and pupils through excellent pastoral care
* Develop highly constructive professional relationships with and between staff, governors, and any other colleagues working with the school
* Create and maintain effective partnerships with parents and carers, the school and local community to broaden opportunities for pupils and enable them to achieve and excel
* Work in accordance with all policies adopted by the Local Governing Board

**Other Duties**

* Contribute to a positive ethos for learning
* Ensure the safety and wellbeing of pupils
* Promote the values and achievements of the school to the community
* Advise on resources needs
* Assist in the preparation and implementation of the School Development Plan
* To attend meetings as and when required
* Support after school events such as PTA events and parents’ meetings
* Undertake such reasonable activities that the Headteacher and Governors may, from time to time require

The post holder will contribute to the school’s objectives in service delivery by:

* Support the school towards its journey in school improvement by adhering closely to policies and procedures and being a good role model of the school’s vision and values
* Adhering to the school’s safeguarding procedures and attend relevant child protection training when required
* Enactment of Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data legislation
* At all times operating within the school’s Equal Opportunities framework

The job description will be reviewed annually and may be subject to amendment or modifications at any time after consultation with the post holder and Governors. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Haydon Abbey School and Pre-School are committed to safeguarding and promoting the welfare of the children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Note: The duties of the post may vary from time to time without changing the general character of the post or the level of responsibility

Signed (Headteacher) Miss A Ferdinand Date: March 2024

Signed (Employee)………………………………………. Date: