Job Description

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| Establishment: Hilton Spencer Academy  |
| Post Title: Class teacher (year group to be decided)  |
| Grade/Pay Range: ie NJC *pt – pt* or MPR/UPR etc MPR / UPR |
| Hours/weeks: Full time, permanent |
| Reporting to: Assistant Headteachers; Headteacher  |
| Department/Team: TBC depending on candidate strengths  |

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| **Job description – Main scale class teacher** **Leadership & Management** * Take responsibility for the day to day management and organisation of a class.
* Ensure all pupils have access to the curriculum.
* Ensure the curriculum is taught consistently, has balance, shows progression and continuity, and is matched to needs.
* Manage resources within the classroom.
* Attend year group and whole school meetings and training.
* Manage Teaching Assistants allocated to the class and to individual children and liaise with the Year Group Leader/SENCo.
* Liaise with outside agencies with regard to SEN children in the class.
* Be willing to be involved in the co-ordination of a curriculum subject/aspect.

**Quality of Teaching*** Deliver creative and effective teaching strategies and approaches.
* Make effective use of AfL strategies to assess progress and inform planning.
* Incorporate a range of teaching styles to match individual needs of pupils.
* Ensure pupils in the class are set appropriate challenging targets.
* Provide pupils with cross-curricular links.
* Contribute to medium term and weekly planning meetings.
* Ensure the classroom promotes a positive learning environment e.g. displays to celebrate children’s achievements.
* Raise any concerns with the Year Group Leader.
* Communicate pastoral concerns with parents, working together to resolve issues.
* Contribute to the wider life of school (PTFA events, clubs etc).

**Achievement of Pupils*** Ensure intervention strategies, where appropriate, are taking place within the weekly timetable.
* Maintain an overview of standards and progress within the class.
* Monitor the progress of pupils throughout the year, identifying underachievement.
* Monitor progress of vulnerable groups within the class.
* Moderate assessments within the year group.
* Report progress and attainment to parents/carers.
* Work with parents and encourage their involvement in supporting their children’s learning.

**Behaviour and Safety*** Ensure children are safe within the classroom environment.
* Ensure the Behaviour policy is implemented.
* Read and implement all policies relating to Safeguarding of children.
* Liaise with SENCo and Designated Safeguarding Person when appropriate.
* Liaise with MDS over lunchtime concerns.
* Share responsibility for the appearance of the school (displays, tidiness of resources etc).
* Be aware of any Health & Safety issues.

**Any other duties as required by and in consultation with the Head Teacher.****This job description is to be reviewed annually and may be amended following consultation between the Head Teacher and the Post Holder.** **Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.** |
| Name of Postholder: |
| Signature: |
| Date: |

Person Specification

Main Scale class teacher

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|  | **Essential** | **Desirable** | **Evidenced by A,I,T** |
| **Qualifications and experience**  |  |
| Qualified Teacher Status. | ✓ |  | A |
| **Knowledge and skills** |  |
| * Current teaching experience in a primary school
* Experience of planning to deliver the statutory framework for the curriculum
* Ability to plan effectively for the curriculum
* Good curriculum management and personalised learning
* An understanding of whole-school issues and their strategic management
* Knowledge of the pastoral needs of primary aged children
* Good interpersonal skills and the ability to establish effective working relationships throughout the school community
* The desire to promote the school’s ethos and maintain positive behaviour within school through the use of the HAPPY behaviour policy
* Ability to create a stimulating and interesting teaching environment to motivate children to achieve their best in order to meet high expectations and targets
* Good classroom organisation
* Ability to support children according to their needs
* An understanding of different attachment needs and how to support accordingly
* Ability to lead and learn from others
* Experience of formal assessments
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| **Personal qualities** |  |
| * Hardworking and conscientious
* A caring attitude towards pupils, staff and parents/carers
* Open minded and approachable
* Ability to work in a large team
* Well organised and works with own initiative
* Sense of humour
* Flexible and resilient
* High expectations for self and others
* To contribute to the wider life of the school
 | **✓****✓****✓****✓****✓****✓****✓****✓****✓** |  | AA/IIAAA/IA/IAA/I |

A = application I = interview