

**TEACHING STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Class teacher
<b>LOCATION</b>	Coupals Primary Academy
<b>GRADE / SCALE POINT – SALARY</b>	MPS
<b>REPORTING TO</b>	Headteacher

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- a) Modelling the core values of the school and wider Trust at all times;
- b) Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- c) Continuously raising pupils' aspirations and self-esteem;
- d) Contributing to the wider range of opportunities offered by and for the school community;
- e) Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- f) Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

**JOB PURPOSE**

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

## **KEY TASKS & RESPONSIBILITIES**

### **As Class Teacher:**

- a) Teach at the direction of the Headteacher, implementing agreed planning, assessment and target setting;
- b) Teach the National Curriculum subjects and RE as well as working with others to provide curriculum enrichment for pupils;
- c) Provide an outstanding professional model within the classroom;
- d) Provide an inclusive and personalised curriculum which meets the needs of the children,
- e) including those with Special Educational Needs and/or Disabilities and the most able;
- f) Carry out assessment, recording, monitoring and record keeping according to school policies, maintaining appropriate records which monitor the progress of the pupils and providing regular feedback to pupils in line with the Feedback & Marking Policy;
- g) Complete any relevant class termly and half termly assessment records, using school systems;
- h) Provide information for parents, including (but not limited to) annual reports and the completion of the relevant sections of pupils' planners;
- i) Develop strong - home school links with families of children in the class;
- j) Manage and monitor the work of other adults in the classroom;
- k) Liaise closely with the SEN Team regarding the learning needs of specific pupils;
- l) Liaise closely with the Raising Standards Lead regarding the achievement of pupils towards end of year group assessments;
- m) Play an active role in the full life of the school;
- n) Make effective use of PPA time to raise standards;
- o) Lead assemblies as required.

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

- a) Take active responsibility for personal continuous professional development;
- b) Take ownership of individual performance management, keeping a continuing professional development portfolio;
- c) Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
- d) Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
- e) Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

**PERSON SPECIFICATION**  
**ASSISTANT HEADTEACHER**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>	<p>Recognised QTS</p> <p>Evidence of commitment to own professional development</p>	
<b>Relevant experience</b>	<p>Knowledge and experience of teaching relevant Key Stages</p> <p>Excellent classroom teacher with a proven commitment to improving the quality of children's learning</p> <p>Knowledge and experience of Curriculum Planning</p> <p>Evidence of liaising collaboratively with colleagues</p> <p>Experience and knowledge of managing challenging behaviour</p> <p>Experience of monitoring teaching and learning</p> <p>Understanding the importance of using data to raise standards</p>	<p>Experience of having responsibility for a class in relevant key stages</p> <p>Evidence of participating in and developing extra-curricular activities</p> <p>Experience of Performance Management</p>
<b>Skills and Aptitudes</b>	<p>Commitment to the safeguarding and promoting the welfare of children and young people</p> <p>Ability to communicate effectively, both written and oral, with a wide range of people</p> <p>Proven success in working with children across a range of age and ability.</p> <p>Ability and willingness to use tact and sensitivity as second nature.</p> <p>Stamina and a positive approach to work.</p>	<p>Experience and understanding of ICT as a management tool</p> <p>Ability to foster links with local community and with other schools, locally, nationally and internationally.</p> <p>Sympathetic to the ethos of the school</p>

