

Far Forest Lea Memorial C of E Primary School

Job Description



Post: Class Teacher

Salary: Main Scale

Post Holder:

Responsible to: Executive Headteacher and the Governing Body

Providing an equitable educational experience for all of our students is fundamental at Far Forest Lea Memorial C of E Primary School. Ensuring all students can access education to meet their individual needs is, therefore, a priority.

The post will involve working in collaboration with the Headteacher to construct a stimulating and engaging curriculum helping the children to achieve the best possible results they can, whilst fostering a love of learning. This includes monitoring and tracking the reporting of the academic profile of students, with a focus on supporting the school's core values and improving the outcomes for students.

The school is well-positioned to move forward at pace, with a team dedicated to delivering outstanding professional teaching and learning to meet and exceed the needs of the students in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

KEY RESPONSIBILITIES

- To embody the values, vision and ethos of Far Forest Lea Memorial C of E Primary School and Severn Academies Educational Trust
- Assist the Executive Headteacher in delivering policy that will ensure high quality and successful outcomes for Far Forest Lea Memorial C of E Primary School.
- Contribute to positive examination results through results analysis, strategic tracking of student performance and targeted implementation of action plans for students.
- To track and monitor the progress of all SEND/PP/FSM students in line with the school data analysis policy and ensure appropriate interventions are put in place to secure outstanding progress.
- To track and monitor the progress of boys and ensure that all possible resources and expertise are used to engage boys to make at least good progress.
- To support and promote creative and innovative education for all students encouraging self-discipline, composure, concentration and individual development.
- To support the Executive Headteacher/SLT in ensuring a successful annual programme of activities, including assessment points and extra-curricular events.
- Enhance teaching and learning in the department through the sharing of resources and best practices, lesson observations, collaborative teaching and leading departmental CPD.
- Attend meetings where appropriate and use appropriate resources to support teaching and exam preparation.
- Support existing partnerships and initiatives across the wider school community, both locally and nationally.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

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SPECIFIC DUTIES

- Knowledge and understanding of the subject area are current and supported by continued professional development which is cascaded to impact whole school improvement. Work with outside agencies such as the LA.
- Monitor teaching and learning across the school to ensure sharing of 'best practices' and consistency.
- Use assessment and tracking data to identify areas of strength and areas for further development, taking into consideration groups of pupils.
- Have a continually updated action plan which evaluates the impact on standards and attainment as a result of actions taken and identifies next steps.
- Teach a broad-based curriculum to the assigned class or classes to facilitate the acquisition of knowledge/skills and to promote enjoyment in learning.
- Direct the use of any support staff or class helpers facilitating the best deployment of human resources.
- Use the allocated PPA time to plan effective lessons which have clear teaching aims, objectives, and lesson content and appropriately structured subject matter that matches the needs of the pupils. Lesson time and resources should be used effectively.
- Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, and thereby create an environment in which pupils feel safe, secure and confident.
- Employ homework to consolidate and extend learning.
- Provide a challenging, yet supportive learning environment which stimulates maintains and develops lively enquiring minds.
- Plan and provide structured learning opportunities, which engage pupils' interest and which take into account their needs - particularly their developing physical, intellectual, emotional and social abilities.
- Consider the needs of all pupils within lessons (and implement specialist advice), especially those who:
 - have SEN;
 - are gifted and talented;
 - are not yet fluent in English;
 - are disabled.
 - Encourage pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness.
- Encourage all pupils to reach their true potential and become independent learners with a positive attitude to life-long learning.
- Develop in pupils a sense of moral values which can form a framework for a sense of own worth, and relationships with others, so as pupils become responsible members of society.
- Develop in pupils' positive attitudes towards, and concern for, the environment.
- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- Be familiar with statutory assessment and reporting procedures, and prepare and present informative, helpful and accurate reports to parents.
- Contribute towards the implementation of IEPs as detailed in the current Code of Practice, particularly the planning and recording of appropriate targets, actions and outcomes.
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development, giving pupils both oral and written feedback.
- Have a thorough and up-to-date knowledge and understanding of the National Curriculum Programmes of study, level descriptors and specifications for all relevant areas of the Curriculum.

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- Have a good knowledge of any other statutory requirements related to the pupils' education or welfare.
- Use detailed subject knowledge to deal effectively with subject-related questions raised thereby deepening the pupils' knowledge and understanding.
- Attend and participate in open evenings and pupils' performances.
- Understand professional responsibilities in relation to school policies and practices and in so doing to actively support and reinforce those policies, e.g. anti-bullying, homework, etc.
- Set a good example, not only to the pupils they teach but also to all other pupils in the School, in their appearance and their conduct.
- Critically evaluate resources and teaching, using this knowledge to improve the quality of teaching and learning.
- Establish effective working relationships with other professional colleagues, not only those within the School and Trust but also those from outside agencies concerned with pupils' education and welfare, e.g. educational psychologists.
- Assist in the development of the School Curriculum in line with the School's Improvement plan.
- Attend meetings and contribute to the development of programmes of study and any other relevant aspects of the life of the School.
- Consider the pupils' welfare as paramount, and take action in accordance with the responsibility 'in loco parentis'.
- Monitor the social progress of pupils, including the progress in PSHE lessons.
- Support the pupils throughout the Target Setting process as applied to both academic and behavioural progress.
- Inform, reinforce and implement the 'Code of behaviour' and/or 'School Rules' and the 'Policy on Rewards and Sanctions'. Class teachers have a central role in clarifying to pupils the consequences of stepping over the boundaries set by the rules and regulations of the School.
- Collate records of all rewards and incidents of inappropriate behaviour relating to pupils in their class.
- Check daily that the correct uniform/standard of dress is worn and take action when necessary.
- Consider issues of confidentiality when dealing with pupils, teachers, parents and outside agencies.
- Inform appropriate pastoral managers about social or behavioural issues related to pupils.
- Contact parents, if appropriate, after proper consultation with Team Coordinators or the Executive Headteacher.
- Keep up-to-date with Child Protection Procedures and notify the 'named person' of any concerns about a child.
- Set a prompt and structured start to the morning and afternoon sessions.
- Ensure that the classroom is left tidy at the end of each lesson and report damage promptly.
- Participate in and deliver class assemblies, where required.
- Participate in the formulation and execution of Pastoral policies.
- Mark the register fully and accurately. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy on Attendance.
- Contribute to the monitoring of the pupils' attendance/absence and lateness records.
- Organise the effective management of the 'class notice board'.
- Distribute information at registration, such as newsletters, timetables, etc.

Safeguarding

The safety and well-being of our children are central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities

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We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

GDPR

Our GDPR privacy notices can be viewed on our website: <https://www.saet.co.uk/gdpr-3/>

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or the Executive Headteacher.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.