

JOB DESCRIPTION

SCHOOL/LOCATION:	Waltham-on-the-Wolds CE Primary School and Pre-School
JOB TITLE:	Class Teacher
RESPONSIBLE TO:	Head of School, Executive Head teacher
SALARY:	<p>The post holder is also expected to interact on a professional level with colleagues to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school.</p> <p>Main scale</p>
CORE PURPOSE:	<p>Be responsible for the learning, achievement and welfare of all pupils in a class, ensuring equality of opportunity for all, which enables pupils to reach their individual potential enabling them to flourish and succeed.</p> <p>To uphold and promote the school's distinctly Christian character and vision: “Let your light shine” (Matthew 5:16) so that all may flourish and succeed.</p>

KEY DUTIES & RESPONSIBILITIES

TEACHING

- Deliver the curriculum as relevant to the age and ability group/subject/s that is taught
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' being taught
- Be aware of pupils' capabilities and their prior knowledge when planning teaching, differentiating appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and learning
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document
- Uphold all school and Trust policies, including the principles for Teaching and Learning.

BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

TEAM WORKING AND COLLABORATION

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the School Teachers Pay and Conditions document.
- Promoting the ethos of Rise Academy Trust and school, as expressed in their vision statement.
- The post holder is also expected to interact on a professional level with colleagues to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school and recognising Christian and British values as well as celebrating diversity and inclusion.

MAIN CURRICULUM COORDINATOR RESPONSIBILITIES

- Develop own expertise in an agreed subject area
- To keep abreast of the above subject area through research, CPD etc
- To act as a consultant to other staff, including the Head teacher and senior leaders
- To produce in consultation with colleagues written policies and guidance; and lead staff in the discussion of policy and guidance
- To oversee the effective use of curriculum resources in the subject areas detailed above
- Ensure legal compliance with statutory curriculum guidance in the above subjects
- Coach colleagues to ensure good practice in the above subject areas
- Monitor and assist in the evaluation of the delivery of the above subject areas across the school
- Network and liaise with colleagues in other schools to ensure equity and continuity in the above subject areas
- Participate in and carry out any administrative and organisational tasks within the remit of the Teachers Pay and Conditions document

ADMINISTRATION

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the Teachers Pay and Conditions document.

GENERIC REQUIREMENTS

- Ensure the values Rise Multi Academy Trust are evident in every aspect of the discharge of the duties of the post;
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct;
- Contribute to the formulation and implementation of the Rise Multi Academy Trust Improvement Plan;
- Be prepared to work ‘across piece’, being flexible and interested in other areas;
- Be aware of and take part in the Trust’s Performance Management framework participating in training and development activities as required;
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the School Teachers Pay and Conditions document
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality;
- Carry out duties placed on staff by Health and Safety legislation;
- Carry out appropriate additional tasks at the request of the Head of School or Executive Head teacher.

SPECIAL FACTORS

Subject to the duration of the need, the special conditions given below apply:

- a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the Local Conditions of Service.

REVIEW AND AMENDMENT

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

PERSON SPECIFICATION

ATTRIBUTIES	REQUIREMENTS	ESSENTIAL OR DESIRABLE
EDUCATION & TRAINING	Honours Degree	E
	Qualified Teacher Status	E
	Evidence of engagement in relevant continuing professional development	E
EXPERIENCE & SKILLS	Successful experience of teaching in the relevant phase	E
	Experience in supporting improvements in teaching and learning	E
	Experience in using data to inform planning and future developments	E
	Experience in monitoring, evaluation and review to support improvements/improved outcomes	E
	Able to assess and record the progress of pupils learning to inform next steps and monitor progress	E
PERSONAL ATTRIBUTES	Exemplary classroom practitioner	E
	Excellent communication and interpersonal skills	E
	Takes responsibility for managing own professional development	E
	Contributes to and implements whole school policies and whole school improvement	E
	Establishes professional, supportive and appropriate relationships with children parents, carers and other professionals.	E
	Willingness to assist and participate in the wider aspects of school life.	E
	Promotes a distinctively Christian ethos as well as British Values, nurturing respect and tolerance for everyone across all subjects.	E
	Good organisational skills – ability to complete tasks to deadlines.	E
SAFEGUARDING & EQUAL OPPORTUNITY	Commitment to the highest standards of equality and celebration of diversity	E
	Must be able to recognise discrimination in its many forms and willing to put Trust's Equality Policies into practice.	E
	Commitment to safeguarding pupils.	E
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people	E