

# Learning Academy Partnership

## Job Description

### Class Teacher

<b>Job Title:</b>	Class Teacher
<b>Hours of Work:</b>	As outlined in the current School Teachers' Pay and Conditions Document
<b>Responsible To:</b>	Executive Headteacher / Head of Academy
<b>Revision:</b>	1.1 – February 2020

### Job Purpose

To put children first in all they do and uphold and drive the vision, values and 6 principles of the Trust.

### Standards

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; force positive professional relationships and work with parents in the best interests of their pupils.

*All Teachers are required to carry out the duties of a School Teachers as set out in the current School Teachers' Pay and Conditions Document (STPCD).*

### Duties & Responsibilities

- Planning and preparing courses and lessons.
- Teaching, according to their needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupils in the Academy and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them, particularly those who are most vulnerable.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of the pupils in a professional manner that upholds the integrity of the teaching profession and the values of the Trust.
- Communicating and working with persons or bodies outside the Academy in a professional manner that upholds the integrity of the teaching profession and the values of the Trust.
- Participating in meetings arranged for any of the purposes described above.

## **Assessments & Reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## **Appraisal**

- Participating in arrangements made in accordance with Performance Management Regulations for the review of their performance and that of other teachers.

## **Review, Induction, Further Training & Development**

- Reviewing from time to time methods of teaching and programmes of work.
- Participating in arrangements for further training and professional development which aim to meet the needs identified in appraisal objectives or in appraisal statements.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for their supervision and training.

## **Educational Methods**

- Advising and co-operating with the Head of Academy and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## **Discipline, Health & Safety**

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on Academy/Trust premises and when they are engaged in authorised Academy activities elsewhere.

## **Staff Meetings**

- Participating in meetings which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.

## **Cover**

- Supervising, and so far as is practicable, teaching any pupils whose teacher is not available to teach them.

## **External Examinations**

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation, and supervision during such examinations.

## **Management**

- Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations.
- Assisting the Head of Academy in carrying out threshold assessments of other teachers for whom they have management responsibility.

- Co-ordinating or managing the work of other staff; and taking such part as may be required of them in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

### Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the Academy, and in the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

### General Responsibilities

- Promote and model the core values and 6 principles of the Trust
- Be aware and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership
- Establish constructive relationships and communicate with other professionals
- Attend and participate in relevant meetings and other events as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others within the organisation
- To be a reflective practitioner who is active in the pursuit of their own professional development and that of others

### Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
  - Trust Policies
  - Code of Conduct
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
7. To put all children, in the Trust, at the core of all decisions and actions
8. To be an ambassador for the Learning Academy Partnership
9. To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation

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*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.*

**Signed:**

**Signed:**

**Chief Executive Officer**

**Postholder**

**Date:**

**Date:**

## Person Specification – Class Teacher

Attributes	Essential	Desirable
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Willingness to work closely with colleagues in preparing for teaching and learning</li> <li>• Experience of positive behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to offer extra-curricular activities</li> <li>• Experience of curriculum development, monitoring and assessment</li> </ul>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of relevant training English and maths training in the new curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of creative and innovative teaching</li> <li>• Evidence of continuous commitment to further professional development</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of:               <ul style="list-style-type: none"> <li>○ current educational developments in teaching and learning and accelerated ways of learning</li> <li>○ Pedagogy which supports personalised learning</li> <li>○ Providing effectively for the individual needs of all children including those with special educational needs</li> <li>○ The statutory National Curriculum requirements</li> <li>○ The statutory requirements of legislation concerning equal opportunities, health &amp; safety, SEN and child protection</li> <li>○ how, as a member of staff, you will contribute to and be active in seeking links and joint practice development across the academy and the Trust</li> <li>○ Child Protection / Safeguarding procedures</li> <li>○ Effective strategies to support Pupil Premium children</li> <li>○ Teacher responsibilities as set out in the SEND Code of Practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Deep subject knowledge and or specialism in a curriculum area</li> <li>• Knowledge and experience of specific interventions for vulnerable pupils</li> <li>• Effective pedagogical knowledge which supports accelerated progress and the highest achievement for the most vulnerable pupils</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• An excellent classroom practitioner with work planned to a high standard and regular assessment and record keeping to promote and support high quality teaching and learning</li> <li>• Insistence on high standards, high aspirations and expectations of all children</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to create and sustain a highly productive and engaging learning environment where children are independent, resilient learners</li> <li>• A creative and exciting learning environment where children's work is celebrated and well displayed</li> <li>• Ability to lead an area of the curriculum demonstrating ability to lead and motivate colleagues and ensure pupil progress</li> <li>• To apply best practice and policy in the behaviour management of pupils which ensures all children have an environment in which they feel safe and can learn</li> </ul>	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• A highly reflective learner who is able to apply this to the advancement of their professional skills and knowledge</li> <li>• Embrace feedback and development and be passionate about advancing your own professional practice</li> <li>• Be a strong advocate, in all that you do, of the Trust as well as your base academy</li> <li>• Actively pursue opportunities to develop best practice by working with colleagues across the Trust academies</li> <li>• Ability to work as part of a team beyond your base academy with colleagues, parents and the wider community</li> <li>• Creative ideas and support for the development of the academy</li> <li>• Flexible and adaptable with a willingness to take a whole school and Trust perspective and cope with change</li> <li>• Excellent interpersonal and communication skills</li> <li>• Willingness to be involved in extracurricular activities and events and engage in all aspects of Trust life.</li> <li>• Willingness to go the extra mile</li> <li>• To be proud to be a professional and model this at all times</li> </ul>	