



## **Job Description and Person Specification**

### **Job Description**

<b>Post:</b>	Class Teacher (with potential of a TLR for the right candidate).
<b>Salary &amp; grade:</b>	M1 to UPS (£34,502.00 - £53,482.00)
<b>Line Manager/ Appraiser:</b>	Deputy Headteacher
<b>Accountable to:</b>	Headteacher

#### **Job Purpose**

The teacher will:

- Fulfil the professional responsibilities of a class teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

#### **Core purpose**

The core purpose of this role is to provide high quality teaching and learning that meets the needs of the children and that will enable the school to achieve its vision. To achieve success, the teachers will:

- Plan and deliver high quality teaching and learning to secure the highest possible levels of attainment for all children.
- Set high expectations for all children at the school.
- Evaluate pupil performance and identify priorities for continuous improvement.
- Encourage the involvement of parents and carers.
- Create a learning environment that is engaging, happy and fulfilling for all children.
- Demonstrate a commitment to your own Continuing Professional Development (CPD) and supporting the development of others

#### **Curriculum**

The class teacher will:

- Further develop the curriculum to meet the needs of all children, including their moral, spiritual, cultural, social, intellectual and physical development and promote and uphold equal opportunities for all children.

Specifically:

- Ensure the curriculum is driven by creative and innovative approaches.
- Ensure that children are learning from all curricular areas identified on the curriculum map.
- Identify and produce action plans to tackle areas of underachievement by children.
- Be aware of the latest curriculum developments and research on teaching and learning.
- Ensure a close match between the curriculum, the educational direction of the school and the continuing raising of standards.
- Ensure that the needs of children of all abilities are effectively met.

### **Teaching and Learning**

Manage children's learning through delivering a curriculum based on the school's vision; in particular:

- Ensure that learning excellence is at the heart of planning and delivery in the classroom.
- Ensure children feel happy, safe, and supported in the classroom and that any barriers to their learning and progress are addressed or removed.
- Get to know every child as an individual so you can effectively teach him or her whilst in your class.
- Plan and resource differentiated tasks for pupils.
- Work with the SENDCo and other staff in order to benefit from their specialist knowledge, and to maximise their effectiveness within lessons.
- Implement school policies designed to secure high standards of behaviour and attendance.
- Advise and co-operate with the Senior Leadership Team and other colleagues on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich children' learning and contribute to the wider community.
- Be prepared to take responsibility for other school subjects as directed by the Headteacher.

### **Monitoring, Assessing, Recording, Reporting and Accountability**

- To be familiar with and participate fully in statutory assessment and reporting procedures.
- To set individual targets for achievement and to participate fully in analysing the outcomes in order to identify further ways to improve performance and achieve the expectation that children make outstanding progress.
- To assess and mark children' work systematically and constructively and to use the results to inform future planning, teaching and curricular development.
- Promote assessment for learning in the classroom and establish the next steps in teaching to engage children in a dialogue about their progress.
- Meet regularly with Learning Support Assistants to plan individual, data-informed interventions.
- Participate in termly academic review meetings to share pupil performance information with parents.
- Keep an accurate register of children and ensure unexplained absences or patterns of absence are reported immediately in accordance with school policy.

### **Professional Standards and Development**

- Be a role model to children through personal presentation and professional conduct.
- Be familiar with the School Handbook and support all the School's policies, e.g. those on Health and Safety, Child Protection, Teaching and Learning, Assessment and Reporting.
- Establish effective working relationships with professional colleagues and associate staff, and contribute to effective team working.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal responsibilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- Liaise effectively with parents and with other agencies with responsibility for children' education and welfare.
- Participate in meetings at the school that relate to the school curriculum, assessment procedures, staff training, or the administration or organisation of the school.

- Engage with effective development programmes run by the school and the Trust.

### **Other Duties**

To undertake any other reasonable duties that may be required from time to time commensurate with the post of Class Teacher.

The Trust expects all employees to have a full commitment to the equal opportunities policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the pupils and their parents/ carers. The school is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children, Keeping Children Safe in Education and Safer Recruitment in Education legislation.

## Personal Specification

	Essential	Desirable
<b>Education and Qualifications</b>		
Qualified Teacher Status	•	
A degree qualification	•	
Evidence of further professional development.		•
Evidence of continued CPD, reflective practice and research	•	
<b>Experience</b>		
Recent experience of teaching across the primary phase	•	
Experience of leading a subject or area of learning across the school		•
<b>Skills and Knowledge</b>		
Knowledge of the National Curriculum	•	
Knowledge of effective teaching and learning strategies	•	
A good understanding of how children learn	•	
Ability to adapt teaching to meet pupils' needs	•	
Ability to build effective working relationships with pupils	•	
Knowledge of guidance and requirements around safeguarding children	•	
Effective behaviour management strategies	•	
Good ICT skills, particularly using Google Classroom	•	
<b>Personal Qualities</b>		
Able to demonstrate commitment to the values and behaviours which flow from The Elliot Foundation Academies Trust Values and ethos	•	
Ability to work collaboratively and motivate others	•	
Excellent interpersonal skills	•	
Ability to communicate clearly and work effectively with parents/carers, colleagues and members of the Trust	•	
Ability to work under pressure and prioritise effectively	•	

Excellent organisational skills and the ability to work effectively under pressure, prioritise appropriately and meet deadlines	•	
Commitment to safeguarding and equality	•	

***Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.***