



HEARTS ACADEMY TRUST



# CLASS TEACHER JOB DESCRIPTION

# HEARTS VALUES

H



## HAPPINESS

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in learning, and a resilience and hope which supports us through challenging times.

E



## ESTEEM

Self-**ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

A



## ACHIEVEMENT

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

R



## RESPECT & RESPONSIBILITY

We foster **RESPECT** & **RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment.

T



## TRUTH

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

S



## SPIRITUALITY & SERVICE

We develop **SPIRITUALITY** & **SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.

# CLASS TEACHER JOB DESCRIPTION

## Qualifications & Experience

Detail	Examples
Job Title	Class Teacher
Grade	
Reports to	Head of School, Senior Leadership Team, Key Stage Lead Teacher
Responsible for	
Liaison with	Pupils Teaching Assistants Administrative Staff Headteacher Teaching staff Catering and Caretaking Staff
Job Purpose	To promote high standards of learning and ensure that all children make excellent progress and meet national benchmarks for attainment.
Principal Accountabilities	The post holder is accountable to the Key Stage lead teacher and school SLT. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships to promote mutual understanding of student progress, with the aim of improving the quality of teaching and learning in the academy(s).
Duties	<p>The main responsibilities will be to ensure that all students are given the opportunity to achieve their full potential thereby raising standards.</p> <p>Teachers will be expected to be able to demonstrate or have the potential to demonstrate high quality teaching, successful outcomes for pupils and a willingness to work as a team. They will also have a good understanding of the primary curriculum and assessment as it relates to their key stage.</p> <ul style="list-style-type: none"> <li>• Teach students in accordance with the professional duties of a teacher</li> <li>• Implement agreed school policies and guidelines</li> <li>• Support initiatives decided by the SLT and the Trust</li> <li>• Plan appropriately to meet the needs of all pupils, through differentiation of tasks</li> <li>• Be able to set clear targets based on prior attainment, for pupils' learning</li> <li>• Provide a stimulating class environment, where resources can be accessed appropriately by all pupils</li> <li>• Build effective relationships with staff, pupils and parents across the school</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep appropriate and efficient records, integrating formative and summative assessment into planning</li> <li>• Work with school leaders to track the progress of individual children and intervene where pupils are not making progress</li> <li>• Report to parents on the development, progress and attainment of pupils</li> <li>• Promote the school’s code of conduct amongst pupils, in accordance with the school’s policy</li> <li>• Communicate and co-operate with specialists from outside agencies and the Trust</li> <li>• Make effective use of ICT to enhance learning and teaching</li> <li>• Lead, organise and direct support staff within the classroom</li> <li>• Participate in the performance management system</li> </ul> <p>Any other tasks which may be reasonably required without changing the general character of the post.</p>
General	<ul style="list-style-type: none"> <li>• Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils</li> <li>• To attend relevant training and meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager</li> <li>• To understand and apply school policies in relation to the health, safety, welfare and behaviour of pupils</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> <li>• Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

**Name of employee:**

**Signature of employee:**

**Date:**