Knights Templar Community Church School & Nursery



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Headteacher: Mr David Frowde B.Ed, NPQH

Ofsted No: 123860 / EY488355

“Be the best you can be with a zest for living,a thirst for learning and a spirit of kindness.”

**Job Title:** Class Teacher – Upper Pay Scale with TLR

**Accountable To:** Head Teacher

**Main Purpose:**

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

* To carry out professional duties and to have responsibility for an assigned class.
* To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
* To promote the aims and objectives of the school and maintain its philosophy of education

**Roles and Responsibilities:**

* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
* To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* To maintain good order and discipline among the pupils, safeguarding their health and safety.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
* To prepare appropriate records for the transfer of pupils.
* To ensure effective use of support staff within the classroom, including parent helpers.
* To participate in staff meetings as required.
* Contribute to the development and co-ordination of a particular area of the curriculum.
* To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
* To ensure that school policies are reflected in daily practice.
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate eg. Educational Psychologist.
* To continue professional development
* To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
* To support the Head Teacher in promoting the Christian ethos of the school.
* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
* To lead acts of Collective Worship in accordance with the school’s policy for Collective Worship
* To administer and mark formal tests as required for children within the class
* To lead meetings with parents
* To report on pupil progress formally at the end of the school year and during the year through Pupil Progress Meetings and Parents Evenings

**Post Threshold Teachers – Additional Roles and Responsibilities:**

**Standards and Achievement**

* Routinely analyses pupil data, detects variation and develops appropriate intervention for individuals and groups.
* Provides targeted and positive support for pupils who have particular needs.
* Uses assessment as part of their teaching to diagnose pupils' needs, set realistic and challenging targets for improvement and plan future teaching.
* Sets consistently high expectations for pupils in their class and homework.
* Secures, through their teaching, that pupils show consistent improvement in relation to prior and expected attainment; are highly motivated, enthusiastic and respond positively to challenge and high expectations.

**Quality of Provision**

* Demonstrates expertise in their subject or specialism.
* Understands pupils' perceptions and misconceptions from their questions and responses and is able to spontaneously demonstrate solutions with relevant examples and case studies.
* Understands and can demonstrate the potential of ICT in their subject or specialist teaching.
* Understands and uses the most effective teaching methods to achieve the teaching objectives in hand.
* Displays flair and creativity in engaging, enthusing and challenging groups of pupils.
* Uses questioning and explanation skilfully to secure maximum progress.
* Maintains respect and discipline; is consistent and fair.
* Continuously improves their teaching through assessing the impact of their own practice.
* Secures, through their teaching, that pupils exhibit consistently high standards of discipline and behaviour.

**Leadership and Management**

* Provide an exceptional role model for pupils and other staff, through personal and professional conduct.
* Undertake a significant professional development activity that makes a measurable impact on pupil progress at the school.
* Show a consistent track record of parental involvement and satisfaction.
* Coach and train post-threshold and other teachers to help them become more effective in their teaching.
* Help post-threshold and other teachers to evaluate the impact of their teaching on raising pupils' achievements.
* Tackle an aspect of pupil-underperformance that the school wants to address, including narrowing the achievement gap.
* Lead through their day to day practice, outstanding quality of teaching for a team of teachers.
* Devise a subject action plan in line with the school’s development of the curriculum
* Monitor and develop progressive skills based schemes of work which will inspire and motivate our young learners
* Consider the assessment approach within their curriculum responsibility
* Audit their subject through book scrutiny, learning walks and children’s responses in relation to their learning within the curriculum area
* Lead teacher development meetings
* Use non-contact time dedicated to subject development to develop the subject across the wider school
* Report to governors subject developments

**Senior Leadership**

* Make a positive contribution to the Senior Leadership team; monitoring teaching and learning outcomes across the school linked to subject leadership responsibility.
* Contribute to the writing of the School Development plan.
* Support the strategic decision making of the SLT.
* Provide support and challenge to members of the SLT and teaching team.
* Analyse school performance making use of National Data.

**Training**

* Attend courses as required enhancing the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.
* Attend statutory training courses as required for the post; Safeguarding and Child Protection, PREVENT and First Aid.

**Safeguarding**

* Recognise the moral and statutory responsibility to safeguard and promote the welfare of children
* Provide a welcoming and safe environment where children are valued and respected
* Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance

**We have agreed that this Job Description is a fair and accurate statement of the requirements of the job:**

**Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**