



Post: Classroom Teacher

Salary: MPS/UPS

Conditions of Employment: These are stated in the most recent Conditions of Employment of Teachers other than Headteachers taken from the most recent School Teachers Pay and Conditions and any subsequent orders and guidelines related to teachers' conditions of service.

Responsible to: Executive Headteacher, Head Teacher, Deputy Headteacher and Assistant Head teachers and directly responsible for any persons providing support within the classroom.

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

To teach any assigned group of pupils promoting their general progress and well-being across the MAT.

Teaching

- In each case having regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to them
- Planning and preparing courses and lessons
- Teaching the pupils assigned to him/her, according to their educational needs, including the setting and marking of work to be carried out for any pupil in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Acting upon advice given through whole school monitoring in order to seek to improve own practice
- Reflect and innovate over own teaching practice and latest research

Other Activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned
- 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 relevant records and reports
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils
- Communicating and co-operating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above

Assessments and Reports

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

Performance Review

- In accordance with the School Performance Management Policy

Review, induction, further training and development

- Reviewing from time to time methods of teaching and programmes of work
- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements

Educational Methods:

- Advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Discipline, health and safety:

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Ensure any disclosure of child protection is dealt with quickly and effectively and in accordance with school policy and procedure
- Ensure that all pupil data in your care is treated in line with school policy and procedure
- Ensure at all times that school health and safety policy and procedure are adhered to

Curriculum Team Membership

The class teacher will be a member of a negotiated curriculum team. The role is to:

- contribute to curriculum planning;
- to raise/maintain the profile of the key stage
- enhance the impact of the teaching and learning within the designated area;
- to support monitoring and evaluation;
- to participate in INSET as appropriate.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.