



## Job Description/Person Specification

<b>POST:</b>	Class Teacher
<b>HOURS OF WORK:</b>	Full-time
<b>APPOINTMENT:</b>	Maternity Cover to start in January 2024, fixed-term until 31st August 2025
<b>SALARY:</b>	Main Pay Scale
<b>REPORTING TO:</b>	Responsible to the Principal

### MAIN PURPOSE

The Class Teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD)
- Be responsible to the Principal for his/her teaching duties and responsibilities and for teaching tasks in accordance with the Teachers Standards
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the Academy
- Be responsible for the coordinating and overseeing of the work of classroom assistants allocated to work within their class
- 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

### DUTIES AND RESPONSIBILITIES

**Teaching:**

- To teach pupils within the Academy and to carry out such other associated duties as are reasonably assigned by the Principal
- This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade
- The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that



they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the Academy

- Plan and teach well-structured lessons to assigned classes, following the Academy's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Demonstrate best practice in their Phase, using engaging strategies to boost classroom engagement
- Show knowledge of their Phase curriculum, including latest requirements and developments
- Offer practical support to classroom teachers and staff within the phase

**Professional Development:**

- Take part in the Academy's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in professional development within your Phase, sharing ways to improve subject teaching with others
- Lead other teachers in maintaining latest pedagogical developments

**Management of staff and resources:**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them
- Take responsibility for allocated departmental budgets

**KNOWLEDGE AND SKILLS**

The particular responsibilities attaching to the post of class teacher are as follows:

- To teach, according to their educational needs, pupils assigned to him/her in the allocated class;
- To control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class;
- To maintain discipline in accordance with the rules and disciplinary systems of the Academy;



- To contribute to meetings, discussions and management systems necessary to coordinate the work of the Academy as a whole; and
- To promote equal opportunities within the Academy and to seek to ensure the implementation of the Academy's equal opportunities policy

## KEY TASKS

The key tasks attaching to the post of class teacher are as follows:

- To monitor and report to parents on the progress of pupils in the allocated class;
- To assess pupils' achievements and progress in accordance with arrangements agreed within the Academy;
- To mark class attendance registers;
- 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 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 coordination of a particular area of the curriculum;
- To be part of a whole Academy 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 Academy policies are reflected in daily practice;
- To continue professional development, maintaining a portfolio of training undertaken;
- To promote the welfare of children and to support the Academy in safeguarding children through relevant policies and procedures;

## WHOLE-SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures, so as to support the Academy's values and vision
- Make a positive contribution to the wider life and ethos of the Academy
- Work with others on curriculum and pupil development to secure co-ordinated outcomes



- Provide cover, in the unforeseen circumstances that another teacher is unable to teach
- Ensure teaching and learning within your Phase is aligned with school ethos, identifying any procedural issues and providing workable solutions
- Provide leadership within your department and ensure whole school values are represented and understood

## HEALTH AND SAFETY

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our Academy's Safeguarding and Child Protection Policy
- Look after children who are upset or have had accidents

## PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the Academy
- To meet the Teachers' Standards Part B
- Have proper and professional regard for the ethos, policies and practices of the Academy, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Academy community
- Respect individual differences and cultural diversity
- To undertake continuous professional development
- To undertake annual safeguarding training

The Class Teacher will be required to safeguard and promote the welfare of children and young people, and follow Academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

This job description may be amended at any time in consultation with the post holder.

Last review date:

May 2024



PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Works well in a team</li> <li>• Able to line manage teaching assistants and to involve them in the planning and assessment of pupils' learning</li> <li>• Selects teaching materials appropriately and makes good use of resources</li> <li>• Uses accommodation to create an effective and stimulating learning environment</li> <li>• Secures a good standard of behaviour in the classroom by establishing appropriate rules and high expectations of behaviour within the context of the Academy's behaviour policy</li> <li>• Confident ICT user</li> <li>• Knows how to present reports and information to parents and carers</li> <li>• Ensures that the learning environment is safe and that risks are adequately assessed</li> </ul>	
<b>Expertise</b>	<ul style="list-style-type: none"> <li>• Knowledge of current National Curriculum</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic, creative and willing to learn</li> <li>• Excellent communication and interpersonal skills</li> <li>• Takes responsibility for managing own professional development</li> <li>• Contributes to and implements whole school policies</li> <li>• Participates in and contributes to whole school improvement</li> </ul>	



	<ul style="list-style-type: none"><li>• Motivates staff and sets examples of high personal standards</li><li>• Establishes professional, supportive and appropriate relationships with parents, carers and other professionals</li></ul>	
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