|  |  |
| --- | --- |
| **Job Title:** | Class Teacher |
| **Line Management:** | Responsible to the Headteacher |
| 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. |
| **Purpose:** |
| 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. |
|  |
| **Main Duties and Responsibilities:** |
| **Whole School*** To support the Headteacher in promoting the ethos and values 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.
* Make an active contribution to whole school events.

**Teaching and Learning*** To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
* To plan, prepare and teach well-structured lessons in order to deliver the Curriculum ensuring breadth and balance.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* To promote good progress and outcomes for children.
* To demonstrate good curriculum and subject knowledge.
* To adapt teaching in response to the strength and needs of all children.
* To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, discipline and safeguarding the children's 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 report 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.
* 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 make appropriate educational provision for children for children with SEN and those learning EAL
* To maintain a high standard of display both in the classroom and in other areas of the school.
* Have high expectations whilst taking into account the ability range of the pupils.
* Take part in organising and supervising educational visits.

**Parents and Community*** 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 e.g. Speech and Language Therapists and Educational Psychologists.
* To meet with parents and appropriate agencies to contribute positively to the education of the children concerned.
* To attend Parents’ Evenings as appropriate to discuss the children’s progress.
 |
| **Continuing Professional Development** |
| 1. To take part in the school’s staff development programme by participating in arrangements for further training and professional development**.**
2. To continue personal development in the relevant areas including subject knowledge and teaching methods.
3. To engage actively in the Performance Management Review process.
4. To ensure the effective/efficient deployment of classroom support
5. To work as a member of a designated team and to contribute positively to effective working relations within the school.
 |
| **Safeguarding*** Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
* To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to senior designated person.
 |
|  |
| **Health and Safety:** |
| * Ensure that risk assessments are carried out in line with the academy’s Health and Safety policy.
* Ensure that departmental members are aware of Health and Safety issues including the need to report to the caretaker all health and safety problems, accidents, and “near misses”.
 |
|  |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this role profile.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This role profile is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

|  |
| --- |
| **Person Specification**This section describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level |
| **Key Areas**  | **Essential Attributes** | **Desirable Attributes** |
| Qualifications | * Graduate with Qualified Teacher Status
 | * A degree or equivalent qualification
 |
| Key competencies | * A thorough up to date knowledge of a range of teaching, learning and behaviour management strategies and how to implement them effectively.
* A thorough understanding of the EYFS curriculum and a range of assessment requirements and arrangements.
* Know how to use local and national statistics to evaluate the effectiveness of teaching.
* Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion.
* Knowledge of computer software relevant to the curriculum.
* Knowledge and understanding of the potential of computer technology to enhance the curriculum.
* Know the legal requirements, national policy and guidance on safeguarding of children.
 |  |
| Skills and Abilities | * Ability to prepare and plan effectively.
* Good organisational skills.
* Ability to prioritise and manage time.
* The ability to converse at ease with members of the public, students, staff and parents and provide advice and information in accurate spoken English.
* Shows a personal commitment to safeguarding and promoting the welfare and rights of young People
* Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances
 |  |
| Personal qualities | * High levels of drive and energy.
* High levels of interpersonal skills.
* Commitment to comprehensive education and high pupil expectations.
* Ability to set and achieve realistic goals for pupils.
* Ability to support, motivate and inspire others.
* Sense of humour, good listener, positive outlook.
* Ability to impose calm.
* Ability to work as part of a team.
 |  |
| Other | The ability to converse at ease with students, staff and parents and provide advice and information in accurate spoken English is essential for the post. |