

Job title:	Teacher
Hours of work:	Please see advert
Salary:	Main Scale

Job Description

The Class Teacher's job description is in line with the statutory requirement as laid out in the 'Pay and Conditions Document ', and is subject to annual review. The Class Teacher must carry out the professional duties of a teacher as set out in the School Teachers Pay & Conditions Document

PROFESSIONAL DUTIES

- A teacher employed as a teacher in a school shall perform, in accordance with any directions which may reasonably be given to them by the Headteacher from time to time, such particular duties as may be assigned to them

TEACHING

- Have regard to the curriculum of the school, promoting the development of abilities and aptitudes of the pupils
- To plan and prepare lessons
- Teaching the pupils according to their educational needs, including the setting and marking of work
- To assess, record and report on the development, progress and attainment of pupils

OTHER ACTIVITIES

- To promote the general progress and well-being of individual pupils
- To provide guidance and advice to pupils on educational and social matters, making relevant records and reports
- To make records of and reports on the personal and social needs of pupils
- To communicate and co-operate with persons or bodies outside school
- To communicate and consult with the parents of pupils
- To participate in meetings arranged for any of the purposes described above

ASSESSMENTS AND REPORTS

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

PERFORMANCE MANAGEMENT

- To participate in arrangements in accordance with the school Performance Management policy

REVIEW, INDUCTION, FURTHER TRAINING AND DEVELOPMENT

- To review from time to time methods of teaching and programmes of work
- To participate in further training and professional development as a teacher, including

undertaking training and professional development which aim to meet the needs identified in performance management objectives

- In the case of a teacher serving an induction period pursuant to the Induction Regulations, to participate in arrangements for supervision and training

EDUCATIONAL METHODS

- To advise and co-operate with the Headteacher and other teachers, on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

DISCIPLINE, HEALTH & SAFETY

- To maintain 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

STAFF MEETINGS

- To participate in meetings at school which relate to the curriculum, administration or organisation of the school, including pastoral arrangements

COVER

- To teach any pupils whose teacher is not available to them, up to a limit of 38 hours per year

PUBLIC EXAMINATIONS

- To participate in arrangements for preparing pupils for public examinations, in assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils presentation for, and conducting, such examinations
- Teachers are not routinely required to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation

MANAGEMENT

- To contribute to the selection and appointment and professional development of other teachers and support staff, including the induction and assessment of NQTs, and new teachers
- To assist the Headteacher in carrying out threshold assessments of other teachers for whom you have management responsibilities
- To co-ordinate and manage the work of other staff
- To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

ADMINISTRATION

- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school
- To attend assemblies, register the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

TIME

- You should be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year
- You shall, in addition to the 1265 hours, work such reasonable additional hours as may be needed to enable you to discharge your duties (paragraph 62.6)
- 10% of the teaching time shall be used for PPA—planning, preparation and assessment

IN ADDITION, YOU HAVE THE RESPONSIBILITY TO:

- Uphold the school mission statement and values at all times
- Contribute to the overall development of the school by playing a role in the development, implementation of and review of the School Improvement Plan
- Be aware of relationships within and external to the School, recognising the importance of good relationships, as professionals, with everyone associated with the school - Children, Staff (teaching and non-teaching), Parents, Visitors and Governors
- Have responsibility for a subject within the curriculum in the role of Subject Leader, in accordance with the following duties and responsibilities:

Applicable to post ECT

SUBJECT LEADERSHIP RESPONSIBILITIES:

- To be aware of the standards of learning and teaching in your subject
- To provide leadership which will enable a shared commitment to excellent learning in the subject
- Through sharing the vision, develop learning and raise standards through excellence and enjoyment

SUBJECT MANAGEMENT RESPONSIBILITIES:

- To be aware of the standards throughout the school – children’s work, portfolios, records of achievement
- To demonstrate progression in subject – displays, portfolios of work
- To keep up to date with initiatives, informing staff
- To raise staff awareness of the cross-curricular themes and their appropriateness to the delivery of this subject.
- To identify good use of ICT within the subject, and keep up to date with changes in ICT that will enhance learning
- To formulate a school policy statement which is subject to regular review, and provide guidance to staff and Governors on the implementation of the school policy
- To incorporate the school’s aims and policies within the delivery of the subject eg Equal Opportunities / Multi-Cultural / Inclusion

MONITORING

- To monitor and evaluate planning, ensuring coverage of the National Curriculum
- To observe delivery, working alongside colleagues in the classroom
- To monitor children’s work, evaluating standards, progression and quality across the whole school
- To develop portfolios of work which represent the National Curriculum levels of working
- To report to the Headteacher on the levels of attainment in the subject area, with reference to national expectations

RESOURCES

- To ensure the subject is adequately financed and appropriately resourced; with materials, which are relevant to the needs of the National Curriculum and assist in providing individual entitlement
- To be aware of the range of resources available on the market (with particular reference to I.C.T.) and to provide regular input for staff in their use.
- To manage the audit of all resources, including suitability

- To ensure resource lists are up to date and staff are aware of all resources available to them

SUPPORTING COLLEAGUES

- To organise and lead staff meetings to discuss subject needs, use of resources, teaching styles, courses attended etc.
- To organise staff training necessary to meet the needs of staff

EVALUATION

- To reflect upon recent developments in the subject area and their contribution to the overall raising of standards across the school.
- To carry out an annual SWOT, and produce an action plan that has specific, time related targets with success criteria
- To provide a report to the Headteacher on the developments within the subject area, its delivery, levels of attainment and future needs

Person Specification

Experience

- Full knowledge of primary curriculum requirements
- Experience of teaching in a primary school
- Good classroom management skills
- Experience of providing a safe and stimulating environment
- Experience of assessing pupil progress

Qualifications/Training

- QTS

Practical Skills:

- Consistently demonstrate Teachers' Core Standards
- Teach consistently well across all subjects
- Respond to in-lesson assessment and react accordingly (live, in the lesson)
- Deal positively and honestly with children, staff and parents
- Respond to assessment information to effectively target support and resources
- Manage time effectively, to ensure that jobs are done in good time, to a high standard
- Use IT to support children's learning and to communicate to all stake holders in a clear and meaningful way
- Demonstrate an up to date knowledge of child development and current teaching and learning methods
- Show resilience and an ability to keep a calm attitude in stressful situations
- Respect the values, beliefs and experiences of people from different backgrounds
- Demonstrate an up to date knowledge of current safeguarding and protection of children

Personal Qualities and Attributes

- The desire to constantly evaluate and improve your own practice and learn from others
- The ability to show initiative, imagination and flair
- The ability to work cooperatively as part of a team
- The ability to support colleagues
- The ability to be flexible and have a positive 'can do' approach
- The ability to form positive relationships throughout school
- A sense of humour and the ability to keep things in perspective

Hales Valley Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>