

Job Description

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| Job Title | Class Teacher |
| Academy | Gladstone Primary Academy |
| Reports to | SLT |
| Working Hours & Pattern | Full-time - 100% |
| Salary / Grade | MPS/UPS or Unqualified Teacher Pay Scale |
| Core Purpose | <p>Teach and develop their teaching in order to maximise learning for every individual pupil.</p> <p>Participate, as appropriate, in pastoral care arrangements so that each pupil is known and challenged.</p> |

Key Responsibilities

- Participate, as appropriate, in extra-curricular enrichment for the benefit of pupil.
- Embrace our aspirational culture in relation to both the processes and outcomes of education.
- Follow policies and procedures, and from time to time participate in their review.
- Teaching, having regard to the curriculum to promote the development of the abilities and aptitudes of the pupils in any class or groups assigned. Planning, preparation, marking and assessing work is key, as is the adapting to suit educational needs.
- Other teaching activities to include the provision and guidance to pupils on educational and social matters. Communicate and consult with parents and outside bodies where appropriate and attend associated meetings.
- Providing or contributing to oral and written assessment reports relating to individual pupils or groups.
- Participating in the review of your teaching programmes and methods of work, development of course materials and programmes and participate in arrangements for further training and professional development.
- Providing teaching support and cover, within the agreed guidelines, where another teacher is not available to teach
- Participating in arrangements for preparing students for external tests, undertaking assessments as required and participating in arrangements for and supervision during tests within the agreed guidelines.
- Participating in appropriate administrative and organisational tasks relating to teaching duties, attend, lead assemblies and register attendance.
- Leading and participate in timetabled extra-curricular activities.
- Participating in the Academy's Performance Management Process.

Trust General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

| Attribute | Essential or Desirable | Assessment |
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| Qualifications | | |
| Qualified Teaching Status. | D | A |
| Degree in relevant subject(s). | D | A |
| Child Protection and Safeguarding training. | D | A |
| Knowledge and Understanding | | |
| Subject(s) to be taught, at a level and breadth sufficient to challenge the most able students and achieve high outcomes in the key stage. | E | A |
| The National Curriculum including new Literacy and Numeracy strategies. | E | A/I |
| Effective teaching and learning styles, including the theory and practice of meeting the needs of all children. | E | A/I |
| Monitoring, assessment, recording and reporting of student progress. | E | A |
| Statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection | E | A/I |
| Effective strategies for working with students with Special Educational Needs, including more able and talented students. | D | A/I |
| Recent, relevant curriculum developments in arrange of areas and their impact on teaching and learning. | D | A/I |
| Skills and Abilities | | |
| Promote a positive and inclusive Academy identity for all students. | E | A/I |
| Establish a purposeful learning environment where all pupils feel secure and confident. | E | A/I |
| Set high expectations for all students and demonstrate a commitment to raising educational achievement. | E | A/I |
| Plan and implement an effective teaching programme, including the assessment of all students, creating appropriate records. | E | A/I |
| Inspire and enthuse children by creating high-quality learning opportunities and use effective strategies to monitor and promote student motivation and morale . | E | A/I |
| Effectively deliver a range of inclusive teaching and learning strategies to maximise progress and achievement and offer equality of access to the curriculum for all students, including students with Special Educational Needs, with English as an Additional Language, and more able and talented students. | E | A/I |
| Use ICT effectively as an integral part of teaching and learning. | E | A/I |
| Organise own work effectively to meet deadlines, including student assessment and provision of reports to parents, the Leadership team and other internal and external stakeholders. | E | A/I |

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| Build effective relationships with colleagues and to be an active team member within the Academy. | E | A/I |
| Establish and develop good relationships with students, parents and external organisations. | E | A/I |
| Manage difficult situations and deal with sensitive issues tactfully and diplomatically. | E | A/I |
| Adapt to change and the introduction of new working practices. | D | A/I |
| Develop strategies for creating links with the community and external organisations. | D | A/I |
| Experience | | |
| Planning, designing and delivering schemes of work to national specifications | D | A/I |
| Delivering student-centred learning in chosen subject(s) at Key Stages 1 and/or 2. | D | A/I |
| Delivering lessons using ICT and multi-media, including interactive SMARTboards. | D | A/I |

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| TDET Personal Commitment | | |
| Demonstrate and adhere to TDET and Academy's Core Values. | E | A |
| Commitment to equality and diversity in the workplace. | E | A |
| Adhere to GDPR guidelines and the Academy's internal procedures. | E | A |
| Adhere to the Academy's Safeguarding and Prevent policy and procedures. | E | A |
| Adhere to TDET's Health and Safety policy and procedures. | E | A |

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References