



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: KS2 Class Teacher

Line Manager: Headteacher / SLT

Performance Management Reviewer: Headteacher / SLT

Professional Duties

The professional duties of teachers (other than the Headteacher) are set out in the **School Teachers Pay & Conditions Document** which describe the duties required of all teachers. Requirements of the post of classroom teacher, along with the particular duties expected include:

Relationships

- The post holder is responsible to the Head Teacher for his/her teaching duties and responsibilities.
- The post holder is also responsible for the supervision of the work of classroom support assistants.
- The post holder interacts on a professional level with colleagues and maintains productive relationships with them.

Teaching

- To plan and prepare work which reflects the age and ability of the children who are being taught.
- To regularly mark, record, assess, set targets and report on the attainments and progress of children.
- To consult and liaise positively with parents.
- To create good, positive relationships with colleagues, pupils, parents and members of the community.
- To supervise the work of classroom assistants allocated to the class.
- To promote good behaviour based on the School Behaviour management Policy.
- To promote the school positively and professionally.

- To create an interesting, stimulating and safe learning environment.
- To manage and organise resources appropriately.

Other Activities

- Promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to, and support, the overall ethos/work/aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to safeguarding, equalities, health and safety confidentiality, behaviour and data protection, reporting concerns to the Headteacher
- Provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher or Inclusion Manager
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational development, general progress and well-being of individual pupils and participate in meetings arranged for any purposes described above
- Communicate and consult with parents of pupils and provide accurate written annual reports for parents/carers
- Participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements and, on occasion, lead staff meetings appertaining to the area of expertise/initiative

Management

- Plan, organise and manage the work of additional adults assigned to the class, in order to have a positive impact on pupil progress
- Ensure that the TA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner
- Organise and manage the classroom learning environment, equipment, working areas and displays, to create a stimulating, practical and attractive working environment.
- Co-ordinate and lead a specified subject or area of learning.

Training and Development

- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- Participate in performance management reviews in line with school policy
- Participate in any relevant meetings/professional development opportunities both at the school and across the Academy Trust, which relate to the learners, curriculum or organisation of the school / Academy including pastoral arrangements and assemblies.
- To work in collaboration with others to develop effective professional relationships with partner schools in the Academy Trust

Professional Conduct

- A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

Whole School

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Well Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title

Vic Goddard
CEO
April 2021

PERSON SPECIFICATION

A. THE PERSON APPOINTED WILL HAVE QUALIFIED TEACHER STATUS.

B. QUALIFICATIONS, TRAINING AND EXPERIENCE

	Essential	Desirable
Degree / QTS	√	

C. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase.

	Essential	Desirable
Pupils educational development	√	
Effective teaching and learning strategies	√	
A sound knowledge and understanding of the National Curriculum.	√	
Planning skills	√	
ICT skills	√	
Ability to lead and develop subject areas	√	

D. OTHER REQUIREMENTS

	Essential	Desirable
A commitment to after school activities	√	
A good sense of humour	√	
Use appropriate leadership styles in different situations and understand their likely effects	√	
Outstanding classroom practice	√	
High levels of initiative	√	
High expectations for children's attainment & behaviour	√	
A positive attitude with enthusiasm & drive	√	
The ability to work as part of a team achieving high standards	√	
Desire to develop own capabilities	√	

E. CONFIDENTIAL REFERENCES AND REPORTS

	Essential	Desirable
Confirming professional and personal knowledge, skills & abilities referred to above.	√	
Satisfactory health & attendance records and enhanced police clearance	√	