

## Job Description

<b>Job Title:</b>	Class Teacher
<b>Salary &amp; Grade:</b>	MPS / MPS – UPS as advertised
<b>Reports to:</b>	Principal / Faculty/Department Head

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.*

### Purpose of the Role – Class Teacher

- To deliver the curriculum to pupils within a KS 3/4/5 year group.
- To help to ensure that all the children in KS 3/4/5 are able to learn and achieve to the best of their ability.
- To maintain the positive ethos and core values of the school, both inside and outside the classroom
- To support initiatives decided by the Principal and staff;
- To plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- To be able to set clear targets, based on prior attainment, for pupils' learning;
- To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- To ensure that the current national conditions of employment for schoolteachers are met.

### Duties and Responsibilities of the Role:

#### Pastoral Care

- To help promote and safeguard the welfare of all children.
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
- Ensure that a high standard of care and good order for all children is maintained.

#### Communication and Community Links

- To fully support the life and work of the school.
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors.
- To ensure that parents and pupils are well informed about the KS1/2 curriculum, attainment and progress and are able to understand and contribute to targets for improvement.
- To participate in meetings which relate to the school's management, curriculum, administration or organisation

**Communication and Community Links**

- To fully support the life and work of the school.
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors.
- To ensure that parents and pupils are well informed about the Key Stage curriculum, attainment and progress and are able to understand and contribute to targets for improvement.
- To participate in meetings which relate to the school's management, curriculum, administration or organisation

**Additional Duties and Responsibilities:**

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Principal.
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

**Culture**

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

**Safe Working Practices for Adults working with Children:**

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

**General Data Protection Regulations:**

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Equality and Diversity:**

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

**Confidentiality:**

The postholder will respect the need for confidentiality at all times while performing this role.

**Health and Safety:**

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

**Flexibility:**

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Postholder Signature:</b>		<b>Signature Date:</b>	