

Class Teacher
Job Description – September 2022
Main Scale or Upper Pay Range

(Working to the Teachers' Standards and beyond)

N.B. This job description applies to all qualified teachers from ECT onwards. It also applies to those who have moved beyond the main scale to post-threshold or Upper Pay Range. In these cases, further professional expectations apply.

The Teachers' Standards are effective from September 2012 and form the Appendix to this school-based job description. They also apply to teachers from ECT onwards.

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Job purpose

Teach pupils and provide them with pastoral support following the guidelines, policies and expectations set by the Create Partnership Trust, the school, the DfE and as outlined in the Teacher's Standards.

Duties and responsibilities

1. Teaching

- 1.1 Have regard to the school's curriculum with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned.
- 1.2 Plan and prepare courses and lessons.
- 1.3 Teach assigned pupils according to their educational needs including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- 1.4 Assess, record and report on the development, progress and attainment of pupils.
- 1.5 Advise and cooperate with the Head of School or other leaders and teachers, on the preparation and development of the curriculum, teaching materials and programmes, methods of teaching and assessment and pastoral arrangements.
- 1.6 Participate in collaborative planning, timetabling and teaching as required.

2. Promotion of personal and social development/liaison

- 2.1 Promote the general progress and well-being of individual pupils and of any class or group assigned.
- 2.2 Provide guidance and advice to pupils on personal, educational and social matters, being sensitive to the religious and cultural needs of the communities.
- 2.3 Make records and report on the personal and social needs of pupils.
- 2.4 Communicate and consult with parents encouraging a positive home-school relationship, and assist parents in identifying how to support pupils' learning at home.
- 2.5 Participate in meetings arranged for any of the purposes described above.



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3. Assessments and reports

- 3.1 Provide or contribute to reports, references and oral or written assessments of individual pupils or groups of pupils, for internal purposes or for outside agencies.

4. Review of performance

- 4.1 Participate in agreed arrangements for appraisal.

5. Review, induction, further training and development

- 5.1 Review from time to time, methods of teaching and programmes of work.
- 5.2 Undertake training and professional development opportunities which aim to meet needs identified in performance management objectives or statements.
- 5.3 If undertaking an induction or probationary period, participate in arrangements for supervision and training.
- 5.4 Participate in staff meetings relating to curriculum, pastoral care, administration or organisation outside school hours as part of directed time.

6. Curriculum

- 6.1 Teach the subjects of the Early Years Foundation Stage or National Curriculum following national, Create Partnership Trust policies, guidelines and schemes of work.
- 6.2 Review methods of planning, teaching, organisation and assessment together with pastoral arrangements as part of whole school or departmental review.
- 6.3 Attend collective worship where required, except where a dispensation has been given.
- 6.4 Teach religious education except where a dispensation has been given.

7. Discipline and Safety

- 7.1 Take all reasonable steps to maintain good order and discipline promoting a positive approach to behaviour management, according to school policy.
- 7.2 Safeguard pupils' health and safety both when they are authorised to be on the school's premises and engaged in authorised activities elsewhere.
- 7.3 Ensure health and safety policy is followed, reporting concerns to the office manager or leadership team.
- 7.4 Participate in the supervision of pupils at breaktime excluding the midday break.
- 7.5 Supervise pupils before and after school sessions, as stated in school policy.

8. Cover

- 8.1 Participate in the school's policy for cover and only rarely cover for absent colleagues, unless employed specifically as a cover teacher.

9. Management

- 9.1 Plan, coordinate and manage the work of teaching assistants or learning mentors ensuring aims, objectives and teaching methods are clearly communicated.
- 9.2 Supervise the work of students or work experience pupils as required, including contribution to written reports.
- 9.3 Manage the work of voluntary assistants, including parents, in the classroom.
- 9.4 Contribute to the professional development of other teachers and support staff, including the induction and assessment of new teachers and those teachers serving formal induction periods.



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10. Administration

- 10.1 Ensure that the attendance registers are recorded punctually and participate in the school's arrangements for promoting good attendance at school.
- 10.2 Participate in the administrative and organisational tasks related to the various duties of a teacher and/or which call on the exercise of a teacher's professional skills and judgement.

11. Other

- 11.1 Undertake such duties at the discretion of the Headteacher as may reasonably be required by the changing needs of the school.
- 11.2 Demonstrate a contribution to the work of the MAT through partnership working.

Special conditions of employment

Working Time/other conditions of service

- Available for work for 190 pupil days and at least 5 training days (pro rata).
- Required to perform duties as above, specified at times and places by the Headteacher for 1265 hours in the school year (pro rata).
- Time spent in travelling to and from work shall not count against the 1265 hours.
- Not required to undertake midday supervision.
- Allowed a break of a reasonable length between school sessions or between the hours of 12 and 2pm.
- Work reasonable additional hours as may be needed to discharge professional duties, the amount of time for which shall not be specified by the employer.
- Present on site, at least 10 minutes before and 10 minutes after each session.

Guaranteed planning and preparation time (PPA)

10% PPA time provided in units of not less than 30 minutes, during timetabled teaching time.

Responsible To

- Assistant Headteacher

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including:

Teaching	Enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.
References	All applicants will be required to provide two suitable references.
Rehabilitation of offenders	This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.



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