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| **Job Title:** | Primary Class Teacher |
| **Location:** | Cauldwell |
| **Reports to:** | Head Teacher |
| **Direct reports:** | Assistant Head Teacher |
| **Full/part time:** | Full Time |

HEART Academies Trust is a family of academies, at the heart of the community, improving life chances for all through challenge and support. We strive to transform educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. HEART Academies Trust aims to bring about a substantial increase in the educational attainment, expectations and aspirations of all in the whole community.

Cauldwell School is part of HEART Academies Trust. The role of Primary Class Teacher will be based at Cauldwell School.

**Responsibilities**

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

To carry out teacher’s professional standards and to have responsibility for an assigned class.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

**Specific Responsibilities:**

1. To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
2. To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
3. To deliver outstanding lessons where every child makes measureable progress.
4. To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
5. To maintain good order and discipline among the pupils, safeguarding their health and safety.
6. To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
7. To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
8. To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
9. To prepare appropriate records for the transfer of pupils.
10. To ensure effective use of support staff within the classroom, including parent helpers.
11. To participate in staff meetings.
12. Contribute to the development and co-ordination of a particular area of the curriculum.
13. To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
14. To ensure that school policies are reflected in daily practice.
15. To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
16. To liaise with outside agencies when appropriate eg. Educational Psychologist.
17. To continue professional development, maintaining a portfolio of training undertaken.
18. To participate in the school’s appraisals procedures.
19. To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
20. To support the Head Teacher in promoting the ethos of the school.
21. To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
22. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
23. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

**Common Roles of All Trust Members:**

**Leadership: Vision and Values**

* Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
* To ensure equal opportunities for all.
* To be committed to safeguarding and to promoting the welfare of all young people.
* To assist in the development of a culture and environment in which young people thrive and to drive innovation.
* To drive up educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

**Leading and Managing Others and Self**

* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Actively engage in the performance review process.
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
* Adhere to Trust policies and procedures.

**PERSON SPECIFICATION**

Our aim is to create an outstanding Trust and our staff will be expected to exemplify excellence in all that they do. Our JOB TITLE will be a person/people with high expectations, enthusiasm and the ability to positively impact on the learning, skills and experiences of our students. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a calm and positive attitude.

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Qualified Teacher status * A thorough knowledge of relevant curriculums * Experience of teaching in Primary Phase * The ability to express a clear coherent view of teaching and learning * To clearly express your view of how children learn * Commitment to maintaining the ethos of this fully inclusive school * Commitment to maintaining the school’s Safeguarding policy * To lead and manage within the classroom * To manage other adults within the classroom * To follow management policies within the school e.g. Behaviour * To take an active role within your team and across the school * To lead an extracurricular activity | * SoundsWrite, MIDAS * Experience of teaching Phonics * Ability to demonstrate clear expression of leadership style. * Sound demonstration of ability to lead colleagues effectively * Ability to manage and * co-ordinate human and material resources |
| **Skills and Attributes** | * Must hold a current and up to date Enhanced DBS * Understand and demonstrate teaching and learning issues – SEN, EAL and G&T * A good understanding of curriculum development * Computer literacy * Ability to support the harnessing of outside agencies * Demonstrate understanding of the role of governors, parents and the wider community * A good sense of humour * Excellent timekeeping and attendance * To be able to work as a team and using own initiative. | * Music Skills * Art Skills * P.E. Skills * Experience of working co-operatively with other schools/phases |