**JOB DESCRIPTION**

**Job Title** Class Teacher

**Reports To** Head of School

**TLR Award** N/A

**Responsible For** Subject TBC

**Contract Type** 12 Month Fixed Term Contract

**Level and Scale Point**  M1 to M6 in line with current Whole School Pay Policy and Teachers’ Pay and Conditions Document

**Hours**  0.4 FTE

**Location** Churchfields the Village School

**Overall Purpose**

Undertake all the duties of a qualified teacher as described in the School Teachers’ Pay and Conditions Document (STPCD) and meet the expectations set out in the Teachers’ Standards.

**Key Relationships**

Executive Head, Head of School, Senior Leadership Team, Colleagues, Parents and Pupils.

**Key Role Responsibilities**

Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all.

Be responsible and accountable for achieving the highest possible standards in work and conduct.

Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.

Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.

Promote good progress and outcomes by pupils.

Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**Role Specific Accountabilities**

In additionto key responsibilities, the class teacher will

1. Undertake additional TLR responsibilities, if awarded including any line management.
2. Curriculum/subject leadership as directed.

**Teaching and Curriculum**

Demonstrate good subject and curriculum knowledge, delivering the curriculum as relevant to the age and ability group/subject/s that you teach.

Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum, and schemes of work.

Be accountable for the attainment, progress, and outcomes of pupils by assessing and monitoring. Record and report on the learning needs, progress, and achievements of pupils, making accurate and productive use of assessment.

Be aware of pupils’ needs and gaps, their prior knowledge and plan teaching and adapt teaching sequences appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.

Set high expectations which inspire, motivate and challenge pupils.

Have a clear understanding of the needs of all pupils, including those with special educational needs, disabilities, and English as an Additional Language, and those qualifying for the pupil premium.

Review and update schemes of work in line with updates to the national curriculum.

Develop teaching materials and use resources and equipment effectively.

Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

Add any other duties as directed by your Head.

**Behaviour and Health and Safety**

Promote the safety and well-being of all pupils by establishing a safe, purposeful, and stimulating environment for all, rooted in mutual respect.

Implement health and safety policies and procedures to ensure a safe, effective and child friendly environment across all lessons and activities, raising any concerns following school protocol/procedures. Actively seek out and implement best practice safety procedures.

Establish a framework for behaviour in line with the school and Trust policy.

Be a positive role model and demonstrate consistently the positive attitudes, values, and behaviour, which are expected of pupils.

Have high expectations of behaviour from all learners.

Carry out playground and other duties as directed and within the remit of the current School Teachers’ Pay and Conditions Document.

**Record Keeping**

Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment.

Monitor and assess pupils’ results and progress, ensuring appropriate records are kept, and using data to inform targets, lesson plans and schemes of work.

Provide pupils with regular feedback, both orally and through accurate assessment, and encourage pupils to respond to the feedback, reflect on progress.

Participate in arrangements for examinations and assessments within the remit of the School Teachers’ Pay and Conditions Document.

**Professional Development**

Undertake appropriate and agreed continued professional development through The National College.

Take part in the school’s appraisal procedures, including the appraisal and professional development of others, where appropriate.

Attend whole school and individual INSET programs, Trust development days and Personal Development meetings as directed.

Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.

Undertake suggested development opportunities identified by the school, the Trust or as identified as an outcome of appraisal.

**Team working and Collaboration**

Participate in any relevant meetings/professional development opportunities both at the school and across the Trust, which is relatable to the responsibilities of your role.

Work in collaboration with others to develop professional relationships with partner schools of The Palladian Academy Trust.

To cover for absent colleagues within the remit of the current School Teachers’ Pay and Conditions document.

Deploy support staff effectively as appropriate.

Communicate effectively with parents/carers regarding pupils’ progress and wellbeing using school systems/processes as appropriate.

To have professional regard for the ethos, policies, and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.

Communicate and co-operate with relevant external bodies.

**Administration**

Register the attendance of and supervise learners, before, during or after school sessions as appropriate.

Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers’ Pay and Conditions Document.

Notwithstanding the details in this job description, in accordance with the flexibility policy, the job holder will undertake such duties, across the academy, as maybe determined by the Head teacher from time to time up to or on a level consistent with the principal responsibilities of the job*.*

**Expectations**

As appropriate to the postholder’s duties must be carried out in compliance with the following:

● Trust Policies

● Code of Conduct

● Financial Regulations

● Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)

1. To work flexibly as required
2. To maintain confidentiality of the Trust’s affairs
3. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions.
5. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.
6. To put all children, in the Trust, at the core of all decisions and actions
7. To be an ambassador for Palladian Academy Trust
8. To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation.

**Safeguarding Statement**

The Palladian Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All short-listed candidates will be subject to the appropriate online checks and Google searches as part of our recruitment process. Your suitability to work with children and young people will form part of the selection process.

The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive and robust pre-employment checking process. Prior to appointment Palladian Academy Trust will apply for an enhanced DBS check plus a further check against the appropriate barred list, references from current and previous employers, health screening, and the right to work in the UK.

Signed: Signed:

**Headteacher:** **Class Teacher**

Date: Date:

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Qualified Teacher status  Degree  Evidence of a commitment to professional development | Masters |
| **Experience** | Successful teaching within the primary range  Proven track record in raising pupil attainment.  Working in partnership with parents | Early Years Qualification |
| **Knowledge and understanding** | Good subject knowledge and thorough knowledge of the curriculum and expectations.  Clear philosophy of primary education which puts the child at the centre of process.  Able to plan for progression across the attainment range, designing effective learning across a series of lessons.  Use of assessment to plan effective teaching sequences.  Committed to meeting the needs of all children.  Has an awareness of the principles of effective assessment which empowers children as learners.  Understands the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection.  Understands and demonstrates effective teaching and learning styles.  Good understanding of a range of positive behaviour management strategies.  Identified curriculum strengths. | Experience of more than one key stage |
| **Skills** | The Class Teacher will be able to:  Promote the school’s aims positively and use effective strategies to motivate and inspire pupils.  Develop good personal relationships within a team.  Establish and develop close relationships with parents, governors, and the community.  Communicate effectively (both orally and in writing) to a variety of audiences.  Create a challenging, effective and stimulating learning environment.  Able to use ICT effectively. |  |

**Personal Attributes**

Is committed to following the Christian values and ethos of the school

Endorses a ‘growth mindset’ in all areas of professional life.

Good team player.

Shows willingness to contribute to the whole school community, in and out of the classroom.

Flexible and adaptable.

Organised and able to prioritise.

Energetic and positive.

Ambitious for self and pupils.

Good sense of humour.

Committed to improving own practice.

Commitment to working in collaboration across the Palladian Academy Trust