



### Job Description & Person Specification

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| <b>Job Role:</b>            | <b>Class Teacher</b>               |
| <b>Job Family:</b>          | Teaching & Learning                |
| <b>Job Department:</b>      | Teaching                           |
| <b>Responsible to:</b>      | Head of Education Provision (HoEP) |
| <b>Line Manager:</b>        | Senior Leadership Team (SLT)       |
| <b>Salary/Grade:</b>        | MPS – UPS                          |
| <b>Appointee Name:</b>      |                                    |
| <b>Appointee Signature:</b> |                                    |
| <b>Date Signed:</b>         |                                    |

To teach children and young people (CYP) within the Education Provision (EP) while leading and managing a team of classroom assistants effectively. To be involved in EP development work and carry out other such associated duties as are reasonably assigned by the Head of Education Provision (HoEP).

The job description is to be performed in accordance with the provisions of the 'School Teachers pay Terms and Conditions of Service Document' and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the 'Conditions of Service for School Teachers in England and Wales' (the burgundy book) and to locally agreed conditions of employment.

#### Key accountabilities, duties and responsibilities

##### Leadership & Management

- To provide examples of good and outstanding teaching practice; including preparation and planning, classroom management and the maintenance of effective working relationships with CYP and colleagues
- To organise the effective deployment and direction of teaching assistants, within the classroom and support the development of an effective team
- To implement agreed school policies and guidance
- To support the School Improvement Plan and contribute to the strategic vision of the Head of Education Provision and Governors
- To participate in meetings which relate to the school's management, curriculum, administration or organisation
- To communicate and co-operate with specialists from outside agencies to provide an effective multi-agency service and prepare reports on the needs of individual CYP as requested
- To participate in the performance management system for the appraisal of their own performance, or that of other teachers and teaching assistants



### **Achievement and Assessment of Students**

- To set and evaluate individual termly targets and to maintain records of achievement for CYP, in consultation with colleagues
- To provide reports and assessments for CYP in accordance with school policy and for a range of audiences, including a detailed report prior to their annual review
- To ensure that effective communication is maintained with parents/carers about their child's welfare, progress and participation in our school community

### **Quality of Teaching**

- To provide a stimulating classroom environment, where resources can be accessed appropriately by all CYP

### **Behaviour, Safety and Care of Students**

- Support strategies which promote high standards of behaviour
- Promote and safeguard the safety and welfare of all CYP
- To maintain a safe and secure environment for students, in accordance with the school's behaviour policy

| <b>Special conditions of employment</b> |
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| <b>Rehabilitation of Offenders Act 1974</b> |
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| <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> |
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| <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Director of People and Culture of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p> |
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### **Safeguarding and Promoting the Welfare of Children and Young People**

The jobholder is required to follow all of the Trust and Education Provision policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust / Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust / Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality, Diversity and Inclusion**

The Education Provision and the Trust are committed to equality, diversity and value inclusion. As such the Provision and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.



**The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Education Provision premises and those where Education Provision services are provided.

**This job description is not exhaustive and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations and will be used in monitoring effective performance.**

**The duties and responsibilities attached to posts 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 would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.**



| <b>Tasks/duties</b>               | <b>Essential skills</b>   | <b>Desirable skills</b>   |
|-----------------------------------|---|---|
| Qualifications and Training       | <ul style="list-style-type: none"> <li>• Have Qualified Teacher Status</li> <li>• Have experience of teaching across the Primary Phase</li> <li>•</li> </ul>  | <ul style="list-style-type: none"> <li>• Key Stage 2 experience</li> </ul>  |
| Knowledge & Experience            | <ul style="list-style-type: none"> <li>• Be an accomplished and experienced classroom practitioner</li> <li>• Experience of setting targets, monitoring, assessment and monitoring performance in order to raise pupil achievement</li> <li>•</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of managing support staff and building positive working relationships with them</li> <li>• Successful experience of teaching ICT skills to across the curriculum</li> <li>•</li> </ul>      |
| Skills & Abilities                | <ul style="list-style-type: none"> <li>• Good ICT skills with the ability to use ICT to promote learning</li> <li>• Ability to work well within a team</li> <li>• Be committed to inclusion</li> <li>• Ability to build trusting relationships with parents</li> <li>• Good communication skills</li> <li>• Ability to relate to people at all levels</li> <li>• Caring and understanding approach</li> <li>• Ability to work under pressure</li> <li>• Adaptable and versatile approach</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of developments relating to assessment of relevant pupil groups</li> <li>• Knowledge of differing teaching and learning styles</li> </ul>   |
| Personal Qualities and Commitment | <ul style="list-style-type: none"> <li>• Flexibility and ability to rise to any challenge with a smile</li> <li>• A good sense of humour</li> <li>• Enthusiastic team approach</li> </ul>   | <ul style="list-style-type: none"> <li>• Have stamina and resilience</li> <li>• Interest in digital technology</li> <li>• Ability to contribute to extra-curricular activities</li> <li>• Up to date knowledge of educational trends</li> </ul> |