

St Bartholomew's CE Primary School

Job Description



Responsibility: Class Teacher + Subject Responsibility

Grade: Main Scale

Responsibility: Class Teacher

Responsible to: Headteacher and the Governing Body

KEY RESPONSIBILITIES

- To embody the values, vision and ethos of St Bartholomew's C of E Primary School & Nursery and Severn Academies Educational Trust
- Championing the professional integrity of the school including supporting the distinctive Christian ethos of the school
- To support the Headteacher and SLT in delivering policy that will ensure high quality and successful outcomes for the school
- Contributing to the continued delivery of the Trust aims as outlined in our 'Pledge'
- To maintain and build upon QTS Standards.
- To use Planning, Preparation and Assessment (PPA) time effectively for these purposes. At least 10% of timetabled time will be designated as PPA time, and it will be allocated in blocks of no less than 30 minutes.
- Take responsibility for your ongoing personal development and growth of expertise.

SPECIFIC DUTIES

- Knowledge and understanding of subject area is current and supported by continued professional development which is cascaded to impact on whole school improvement.
- Monitor teaching and learning across the school to ensure sharing of 'best practice' and consistency.
- Use assessment and tracking data to identify areas of strength and areas for further development, taking into consideration groups of pupils.
- Have a continually updated action plan which evaluates impact on standards and attainment as a result of actions taken and identifies next steps.
- Teach a broad based curriculum to the assigned class or classes to facilitate the acquisition of knowledge/skills and to promote enjoyment in learning.
- To be involved in the planning, delivery and marking of different Foundation subjects with Key Stage 2 classes each afternoon, plus planning, delivery and marking of Year 4 targeted Literacy and Maths groups on two mornings.
- Direct the use of any support staff or class helpers facilitating the best deployment of human resources.
- Use the allocated PPA time to plan effective lessons which have clear teaching aims, objectives, and lesson content and appropriately structured subject matter that matches the needs of the pupils. Lesson time and resources should be used effectively.
- Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, and thereby create an environment in which pupils feel safe, secure and confident.
- Employ homework to consolidate and extend learning.
- Provide a challenging, yet supportive learning environment which stimulates, maintains and develops lively enquiring minds.
- Plan and provide structured learning opportunities, which engage pupils' interest and which take account their needs - particularly their developing physical, intellectual, emotional and social abilities.
- Consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
 - have SEN;
 - are gifted and talented;
 - are not yet fluent in English;

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- are disabled.
- Encourage pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness.
- Encourage all pupils to reach their true potential and become independent learners with a positive attitude to life-long learning.
- Develop in pupils a sense of moral values which can form a framework for a sense of own worth, and relationships with others as pupils become responsible members of society.
- Develop in pupils positive attitudes towards, and concern for, the environment.
- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- Be familiar with statutory assessment and reporting procedures, and to prepare and present informative, helpful and accurate reports to parents.
- Contribute towards the implementation of IEPs as detailed in the current Code of Practice, particularly the planning and recording of appropriate targets, actions and outcomes.
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development, giving pupils both oral and written feedback.
- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for all relevant areas of the Curriculum.
- Have a good knowledge of any other statutory requirements related to the pupils' education or welfare.
- Support the ongoing developments in Literacy, Numeracy and ICT.
- Use detailed subject knowledge to deal effectively with subject-related questions raised thereby deepening the pupils' knowledge and understanding.
- Attend and participate in open evenings and pupils' performances.
- Understand professional responsibilities in relation to school policies and practices and in so doing to actively support and reinforce those policies, e.g. anti-bullying, homework, etc.
- Set a good example, not only to the pupils they teach, but also to all other pupils in the School, in their appearance and their personal conduct.
- Critically evaluate resources and teaching, using this knowledge to improve the quality of teaching and learning.
- Establish effective working relationships with other professional colleagues, not only those within the School, but also those from outside agencies concerned with pupils' education and welfare, e.g. educational psychologists.
- Assist in the development of the School Curriculum in line with the School's Improvement plan.
- Attend meetings and contribute to the development of programmes of study, and any other relevant aspects of the life of the School.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues.
- Consider the pupils' welfare as paramount, and take action in accordance with the responsibility 'in loco parentis'.
- Monitor the social progress of pupils, including the progress in PSHE lessons.
- Support the pupils throughout the Target Setting process as applied to both academic and behavioural progress.
- Inform, reinforce and implement the 'Code of behaviour' and/or 'School Rules' and the 'Policy on Rewards and Sanctions'. Class teachers have a central role in clarifying to pupils the consequences of stepping over the boundaries set by the rules and regulations of the School.

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- Collate records of all rewards and incidents of inappropriate behaviour relating to pupils in their class.
- Check daily that correct uniform/standard of dress is worn and to take-action when necessary.
- Consider issues of confidentiality when dealing with pupils, teachers, parents and outside agencies.
- Inform appropriate pastoral managers about social or behavioural issues related to pupils.
- Contact parents, if appropriate, after proper consultation with Team Coordinators or the Head teacher.
- Keep up-to-date with Child Protection Procedures and notify the 'named person' of any concerns about a child.
- Set a prompt and structured start to the morning and afternoon sessions.
- Ensure that the classroom is left tidy at the end of each lesson and to report damage promptly.
- Participate in and deliver class assemblies, where required.
- Participate in the formulation and execution of Pastoral policies.
- Mark the register fully and accurately. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy on Attendance.
- Collect absence letters and to pass these on to the appropriate Teacher Assistant for recording and filing.
- Contribute to the monitoring of the pupils' attendance/absence and lateness records.
- Organise the effective management of the 'class notice board'.
- Distribute information at registration, such as newsletters, timetables, etc.

General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
- Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / professional standards.

Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities

We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

GDPR

Our GDPR privacy notices can be viewed on our website: <https://www.saet.co.uk/gdpr-3/>

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or Headteacher.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

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2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.