

**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title: Class Teacher – Ridgeway Primary Academy**

**Pay Scale: Main Pay Range/Upper Pay Range**

This job description may be amended at any appropriate time following consultation between the Teacher and the Headteacher. It will be reviewed annually, and performance management objectives agreed.

**JOB PURPOSE**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers’ Pay and Conditions Document, having due regard to the requirements of the National Curriculum and Local Authority, Academy Trust and school policies.

Take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.

Maintain assessment records and report on pupils’ progress to senior staff and to parents and carers, in accordance with school policy.

Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupil’s welfare and promoting good behaviour in the academy and in wider society.

The Teacher shall carry out their duties as set out in the School Teacher’s Pay and Conditions Document.

**KEY RESULT AREAS**

1. Plan work for the class in accordance with national, Local Authority, Trust and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.

2. Ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of their capability.

3. Make appropriate educational provision for children with SEND and those learning EAL, with support from the SENDCo.

4. Where possible, make sure that children’s work is closely linked to first-hand practical experience.

5. Provide children with opportunities to manage their own learning and become independent learners.

6. Create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.

7. Foster each child’s self-image and esteem and establish relationships which are based on mutual respect.

8. Maintain a high standard of display both in the classroom and in other areas of the school.

9. Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage children to become more responsible for their own learning.

10. Work closely with colleagues to undertake medium and short-term planning and the implementation of agreed schemes of work.

11. Assess children’s progress, maintain records and provide written reports to parents and carers in accordance with school policies.

12. Communicate and consult with parents and carers and with outside agencies as necessary, about children’s progress and attainment.

13. Ensure that the school’s aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in everyday classroom organisation and practice.

14. Liaise with support staff both school based, from the Local Authority and from other external bodies as required.

15. To take responsibility for the management of other adults in the classroom.

16. Ensure the protection and safety of all students and staff through effective approaches to safeguarding and promoting the welfare of all children.

17. To take responsibility for a curriculum subject area as agreed with the Headteacher as detailed below:

* Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum schemes of work and any other new initiatives from the Department for Education.
* In conjunction with the Headteacher or other senior staff, be responsible for the implementation and management of the school’s policy for the agreed subject area.
* Review the relevant policies and adapt as appropriate.
* Develop and/or maintain a scheme of work for the subject suitable to the needs of a primary school catering for 3-11 year olds.
* Take responsibility for maintaining and evaluating all material resources within a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headteacher.
* Offer support and advice to colleagues.

18. The post holder may be required to perform duties other than those given in the job description for the post. The particular 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.

19. Ensure compliance with academy requirements, policies, systems and procedures throughout the academy, ensuring that accurate and up-to-date records and documentation are kept and held and available for internal and external audit, review and to inform report writing.

20. To carry out additional responsibilities as requested by the Headteacher and/or senior trust staff.

**VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Ridgeway Primary Academy and Tyne Coast Academy Trust, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

**EQUALITY AND DIVERSITY**

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust’s initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact the Deputy Chief Executive.

**HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

**LEARNING & DEVELOPMENT**

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

**COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.

**COMMUNICATION AND WORKING RELATIONSHIPS**

**Internal Communication/Working Relationships**

Liaison with:

All school staff

Senior Leadership Team

Headteacher

Chief Executive Officer

Deputy Chief Executive

Local Governing Body

**External Communication/Working Relationships**

Liaison with:

Local Authority

Local Primary and Secondary schools

External partner organisations

Department for Education (DFE)