

JOB DESCRIPTION AND PERSONAL SPECIFICATION

POST TITLE: Class Teacher
ULT SCALE: PT (starting £30,670) to EPT Scale (£42,920)
REPORTING TO: Senior Leadership Team and Head Teacher

Job Description

Professional Responsibilities

1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the development of a curriculum area as appropriate;
2. To monitor and support the overall progress and development of pupils as a class teacher;
3. To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential;
4. To contribute to raising standards of pupil attainment;
5. To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.
6. To work alongside leaders to support quality first teaching as a mentor/coach through the school's programme of professional development, helping to drive standards at the school.

Teaching & Learning

1. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area/class;
2. To plan and prepare lessons;
3. To contribute to the whole school's planning activities;
4. To contribute to the process of monitoring and evaluation of the curriculum area/class in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required;
5. To review & reflect from time-to-time methods of teaching and programmes of work;
6. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
7. To contribute to the development of effective subject links with external agencies;
8. To promote the general progress and wellbeing of individual pupils

9. To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved;
10. To teach pupils, according to their educational needs, including the setting and marking of work to be carried out by the pupil in the school and elsewhere;
11. To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required;
12. To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups;
13. To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of pupils;
14. To contribute to the School's Development Plan and its implementation.

Performance Management

1. To take part in the school's staff development programme by participating in arrangements for further training and professional development;
2. To continue personal development in the relevant areas, including subject knowledge and teaching methods;
3. Actively engage in the Performance Management Review process.

Knowledge, Skills & Experience

1. To prepare and update subject materials; assessment tools, progressive and sequential curriculum.
2. To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus/curriculum area.

Academy Policy

1. To help implement school quality procedures and to adhere to policies;
2. To communicate effectively with the parents of pupil as appropriate;
3. Where appropriate, to communicate and cooperate with persons or bodies outside the school;
4. To follow agreed policies for communication in the school;
5. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools;
6. To attend directed time meetings;
7. To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life;
8. To apply the behaviour management systems so that effective learning can take place.

Personnel

To work as a member of a designated teaching and learning team and to contribute positively to effective working relations within the school.

Pupil Outcomes

1. To maintain appropriate records and to provide relevant, accurate and up to date information for Arbor, CPOMS and other registers etc.
2. To complete the relevant documentation to assist in the tracking of pupils;
3. To track pupil progress and use information to inform teaching and learning.

Resources and Accommodation

1. To ensure the effective/efficient deployment of classroom support;
2. To contribute to the process of the ordering and allocation of equipment and materials;
3. To assist others within the curriculum area to identify resource needs and to contribute to the efficient/effective use of physical resources;
4. To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, curriculum area and the students;
5. To report anything unsafe.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder. For all teachers there is an expectation to meet Teacher Standards.

Every member of staff at Pegasus/Orchard Meadow has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact. We are an inclusive school and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Pegasus/Orchard Meadow. All staff are expected to support this ethos.

All teachers at Pegasus/Orchard Meadow will be subject to performance against the Teachers Standards.

I confirm that I have read and understood the details contained within this job description. I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	

Dated	
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Personal Specification

Classroom Teacher

<u>Essential Requirement</u>	<u>Desirable Requirement</u>	<u>Method of Assessment</u>
Qualifications		
<ul style="list-style-type: none"> • A Degree • A Postgraduate teaching qualification 	<ul style="list-style-type: none"> • Further professional development opportunities undertaken 	Application form/ Interview
Experience		
<ul style="list-style-type: none"> • Experience of teaching (practice) in EYFS, KS1 or/and KS2 in either maintained or independent sector 	<ul style="list-style-type: none"> • Experience of coaching/mentoring others 	Application form/ Interview
Knowledge and Skills		
<ul style="list-style-type: none"> • Excellent subject knowledge of national curriculum • Experience of assessment under national curriculum 	<ul style="list-style-type: none"> • ICT competent, in particular SMART boards and Apple Technology 	Interview process
Personal Competencies and Qualities		
<ul style="list-style-type: none"> • Excellent classroom practitioner • Strong SEND practices • Energy and commitment • The ability to work easily with colleagues as part of a team 	<ul style="list-style-type: none"> • Well organised and willingness to organise extra-curricular activities • Successful mentoring/coaching other staff • Strong evidence of impact for working with SEND/vulnerable pupils 	Interview process
Motivation and Expectations		
<ul style="list-style-type: none"> • To be up to date with current thinking in education • To have a desire to develop a career looking towards further promotion • Commitment to professional development of self and others 		Interview process