

JOB DESCRIPTION

Job Title	Class Teacher
Reports To	Head Teacher
TLR Award	N/A
Contract Type	Temporary Cover for Maternity Leave
Level and Scale Point	MPS in line with current Whole School Pay Policy and Teachers' Pay and Conditions Document
Hours	0.4 FTE
Location	Westbury Leigh Primary 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

Headteacher, 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 addition to key responsibilities, the class teacher will,

1. Support the schools values and aims

- Model, support and uphold the vision and values of the school and promote this in all aspects of the role
- Ensure there is a consistently high quality of provision for learners
- Ensure children are safeguarded and their welfare prioritised
- Work effectively and efficiently ensuring policies and procedures are adhered to and contributing to refining and improving these as part of the school team
- Ensure the school is kept tidy and clear of clutter and returning all items to where they belong promptly
- Operate with honesty and integrity at all times maintaining professional conduct and courtesy
- Share information promptly with others and work collaboratively as part a team

- Keep up to date with current educational research and best practice
- Be committed to being a learner and self-development

2. Teaching and learning

- Plan effectively and efficiently for learning in every subject to maximise learning for every child
- Develop own subject knowledge so that teaching and learning is effective and this is reflected in learning outcomes
- Promote high standards of literacy, correct use of standard English and Numeracy
- Demonstrate a clear understanding of pedagogy that secures good or better outcomes for children
- Use lesson time effectively to secure high expectations, effective pace and engagement
- Promote a love of learning and children's curiosity in learning by motivating and inspiring them through good teaching and learning that is part of a meaningful and memorable curriculum
- Reflect on the effectiveness of lessons and seek to adapt teaching and improve provision continuously so that the impact of this is significant
- Contribute to curriculum design ensuring a range of stimulating experiences bring learning to life with a strong focus on concrete, pictorial and abstract learning in all aspects as part of deepening understanding and give children opportunities to apply this in a range of situations
- Use stretch and challenge effectively to secure children's good progress from their starting points ensuring the pace of learning is brisk and builds on prior learning and ensures a mastery curriculum
- Overcome barriers to learning and be creative in finding solutions to good effect so that underachievement is promptly targeted and children catch up with their peers
- Understand the needs of all children, including those with SEND, DL and TMA and use effective strategies to engage and support them to good effect
- Plan carefully sequences of work with the curriculum that make strong links and revisit learning over time to embed and strengthen knowledge
- Ensure outcomes for learners are at least in line and often above national Standards

3. Assessment and reporting

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements and prepare pupils well for this.
- Administer assessments following procedures and ensuring fairness and rigour
- Use assessment data effectively to plan for learning ensuring weaker areas and gaps are addressed promptly
- Use assessment for learning to monitor the impact of teaching on learning, review progress and set ambitious targets in order to maximize learning opportunities

- Give precise and relevant feedback and support children in using this to develop and extend their learning

4. Leading and working with others

- Deploy other adults allocated effectively and efficiently ensuring they are accountable for supporting teaching and learning needs with positive impact
- Support others in school by giving guidance and help as required and to the benefit of all involved in supporting school improvement
- Be an effective team member contributing fairly and equitably to school working and having ambition for excellence
- Lead a subject or area of school, developing and improving this with impact on learning outcomes

5. Community

- Engage positively with multi agency working and seek solutions that are in the interest of the child, school and community
- Work with parents to ensure they engage fully in school opportunities where possible
- Meet regularly with parents and provide a range of information on how well their child is doing ensuring they understand where this sits in relation to expectations for their year group and national expectations.
- Promote and develop positive relationships with all stakeholders
- Seek feedback and engagement with stakeholder in supporting the work of the school and use this to help improve the way the school works
- Developing community cohesion within the locality by maximizing opportunities for children to engage with their locality
- Contributing and getting involved in a range of wider school activities including PTA events, running clubs and activities

6. 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.

7. 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.

8. 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.

9. 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.

10. 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)

Also,

- To work flexibly as required
- To maintain confidentiality of the Trust's affairs
- To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions.
- 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.
- To put all children, in the Trust, at the core of all decisions and actions
- To be an ambassador for Palladian Academy Trust
- 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

	Essential	Desirable
Qualifications	<p>Qualified Teacher status Degree Evidence of a commitment to professional development</p>	Masters
Experience	<p>Successful teaching within the primary range Proven track record in raising pupil attainment. Working in partnership with parents</p>	Early Years Qualification
Knowledge and understanding	<p>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.</p>	Experience of more than one key stage
Skills	<p>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.</p>	

Personal Attributes

- Is committed to following the Christian values and ethos of the school
- Endorses a 'growth mindset' in all areas of professional life.
- Able to form and develop positive relationships.
- Shows willingness to contribute to the whole school community, in and out of the classroom.
- Excellent communication and diplomacy skills.
- Flexible and adaptable.
- Good personal organisation and time management skills.
- Energetic, positive, reflective and evaluative.
- Ambitious for self and pupils.
- Good sense of humour.
- Committed to improving own practice.
- Commitment to working in collaboration across the Palladian Academy Trust