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| |  |  | | --- | --- | | **Salary** | Main Pay Scale or UPS & SEN point | | **School** | The Brookfield School, Grandstand Road, Hereford | | **Term/duration** | Full time, Maternity cover |   Visits are welcomed and it would be our pleasure to meet you and how you around our school. Please contact the school office on01432 265153 to arrange this.   |  |  | | --- | --- | | \\7009-VM-FS01\aadams\Desktop\Brookfield Logo feb 2018.png | The Brookfield School **JOB DESCRIPTION**  **Class Teacher** |   **RESPONSIBLE TO:** Headteacher  Scale: Main Pay Scale / UPS + SEN allowance  Hours: Full Time  **CORE PURPOSE**  Responsibility for a Class within The Brookfield School, co-ordinating activities based upon the needs of the pupils. Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment.  **MAIN DUTIE AND RESPONSIBILITIES**  As a Class Teacher you are expected to undertake the following responsibilities:  (Any additional areas of responsibility will be discussed with the candidate dependent on experience)  **Teaching, Assessment, Recording and Reporting**  1. To create and maintain an inspiring, appropriate, safe and stimulating learning environment which promotes learning and the desire to learn in teaching areas and shared areas of responsibility.  2. To promote the well-being and holistic educational progress of all pupils, through a variety of teaching styles and learning situations that enhance and facilitate a learning environment which produces motivated, happy individuals, well prepared for adulthood.  3. To have a good knowledge of and teach within the curriculum guidelines and school policies, making appropriate use of these in conjunction with statutory obligations to provide a broad, balanced creative curriculum which is relevant to and differentiated for the pupils.  4. To develop the classroom environment and your methods of teaching in line with the current thinking and practice including through liaison with the school team and external agencies.  5. To undertake professional development to develop own teaching skills and areas of responsibility to the benefit and development of the whole school.  6. To liaise with other teachers in planning, delivery, evaluation and assessment observing and reporting on each area of the curriculum, especially the development and tracking of long term plans for the innovative and creative curriculum.  7. To assess the work of pupils on a regular basis in line with school policy, recording formative and summative assessments, tracking and reporting on pupils’ progress through the use of school current assessments and standard assessment tests.  8. To attend pupil progress meetings and taking any actions identified in them to promote the learning and holistic progress of all pupils including updating and monitoring Individual Education Plans.  9. To prepare a summative assessment once each year for the purpose of providing a written report for those with parental responsibilities towards the Annual Review and a brief summary each term of progress.  10. To ensure that the preparation, marking and recording of assessments of pupils’ work is carried out professionally and in accordance with agreed school policies.  11. To submit planning forecast of work in line with school planning policies, maintaining own copies of plans with annotated assessment notes which inform future planning.  12. To understand and carry out the further duties associated with the role of class teacher including fostering a welcoming caring ethos that values the contribution and achievements of all members of the school community and leading assemblies  13. To ensure that preparations for parental consultation meetings are conducted in accordance with agreed school policies.  14. To promote the general ethos of the School.  15. To promote and maintain good home/school liaison and being readily available to parents/ carers for discussions and conveying relevant information to them when appropriate.  16. To provide advice and guidance to pupils on social and educational matters.  17. To encourage the development of a moral purpose and awareness among pupils, supporting their cultural and spiritual awareness and building their cultural capital.  18. To maintain awareness of current Health and Safety guidance and be responsible for the risk assessments of your own teaching areas within the Academy’s policy for Health and Safety.  **Appraisal**  19. To participate in arrangements for the appraisal of your own performance.  **Further Training and Professional Development:**  20. To keep under review your methods of teaching and programmes of work, and participate in arrangements for your further training and professional development as a teacher.  **Curriculum Development:**  21. To participate in the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.  22. To take responsibility for specific Curriculum subject(s) or areas where relevant.  **Discipline, health and safety:**  23. To maintain oversight of the wellbeing of pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.  **Staff meetings:**  24. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.  **Administration:**  25. To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils.  26. To manage or supervise anyone providing support in your class.  27. To contribute to the overall life and work of the school.  28. To take on and develop any additional areas of responsibility in line with the needs of the school and commensurate with your experience.  ***The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.***  ***Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school’s financial regulations. This will involve complete monitoring reports and where necessary liaison with the School Business Manager.***  **Safeguarding Children and Safer Recruitment**  This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. All staff will be subject to safer recruitment checks.  **Entitlements:**   1. Annual Performance Management Review 2. Access to a range of professional development activities, including support groups and appropriate training 3. Professional support from the Senior Leadership Team and other members of staff.   This job description will be reviewed annually as part of the Performance Management Cycle  This Job Description does not form part of the contract of employment. It describes the way the Class Teacher is expected to perform and complete the particular duties as set out above.  The post-holder will be expected to operate under the current Teachers Pay and Conditions of Service Document. |

# Person Specification– Class Teacher

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates’ application forms and information. Shortlisted candidates will be further assessed through references and interview activities

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| **Experience** | **Essential** | **Desirable** | **Experience** | **Essential** | **Desirable** |
| * Strong classroom practitioner and commitment to make learning engaging * Knowledge of safeguarding practices and procedures * Experience of promoting positive behaviour |  |  | * Experience of teaching across the primary age range including EYFS * Experience of leading TAs * Proven record of raising attainment * Experience of promoting highly effective communication within and between teams and other stakeholders in the school community * Experience of teaching pupils with additional needs including learning difficulties, ADHD/ Autism/ trauma based needs and attachment difficulties |  |  |

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| **Skills and Attributes** | **Essential** | **Desirable** | **Skills and Attributes** | **Essential** | **Desirable** |
| * Qualified teacher status or working towards * Ability to teach mixed ability groups * Support the policies, practices and ethos of the school * Knowledge and confidence in using IT for teaching and management purposes * Evidence of continued and recent professional development relevant to the post * Understanding of equality of opportunity issues and how they can be effectively addressed in schools |  |  | * Experience of leading a subject across school * Experience of working with children with additional needs * Experience of working with children who are at risk of exclusion |  |  |

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| **Personal Qualities** | **Essential** | **Desirable** | **Education & Qualifications** | **Essential** | **Desirable** |
| * Ability to promote the school’s aims positively * Ability to develop good personal relationships within a team; making an effective contribution to high morale * Ability to create a happy, challenging and effective learning environment * Boundless enthusiasm, determination and drive to inspire others to achieve high standards * An appetite and stamina for challenging work * A solution-focused mind set and determined approach to raising standards members of the school community * A lively, creative and good humoured approach to all aspects of teaching * Ability and keenness to promote the school’s positive culture and ethos * Understanding of a diverse range of teaching and learning styles and techniques. * Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards. * Good understanding of effective procedures for managing and promoting positive behaviour among pupils. * Good understanding of the role of parents and the community in school improvement and how this can be practised and developed. |  |  | * Ability to communicate effectively (both orally and in writing) to a variety of audiences. * Clear understanding of data analysis and the important impact this can have on achievement and attainment * The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high achievement and attainment |  |  |

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| **Safeguarding** | **Essential** | **Safeguarding** | **Yes** | **No** |
| Ability to perform a role that involves Constant contact with children. |  | This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 |  |  |
| Ability to perform a role that **requires** engagement in regulated activity relevant to children. |  |