

TEACHING STAFF
JOB DESCRIPTION

ROLE TITLE	Class Teacher
CONTRACTED HOURS	Full Time
LOCATION	Robert Kett Primary School
GRADE / SCALE POINT – SALARY	MPR
REPORTING TO	The Headteacher and Deputy Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

KEY TASKS & RESPONSIBILITIES

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents, carers and colleagues
- Check Google Staffroom regularly

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Subject Leadership

- Oversee the development of an assigned subject in partnership with the Deputy Headteacher, and thereafter, to initiate its review, evaluation and implementation
- Consult regularly with the Deputy Headteacher and other curriculum leaders
- Feedback developments to SLT and Governors as required
- Implement tasks from Subject Leaders timeline of actions

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

This includes:

- The responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with services as needed.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Code of Conduct:

Employees are bound by the school's Code of Conduct and should read this in conjunction with their Job Description. Employees should pay particular attention to standards of Professional Behaviour both in work time and outside of school hours.

G.D.P.R.

The school processes any personal data in accordance with its data protection policy. Staff should ensure that they familiarise themselves with the Staff Privacy Notice, Data Protection Policy and Retention Schedule.

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> Good Honours degree Other qualifications / CPD specific to primary school teaching
Experience and skills	<ul style="list-style-type: none"> Excellent interpersonal, communication and organisational skills Success in teaching of children, with a clear understanding of the teaching provision required Detailed understanding of the National Curriculum Clarity of thinking on what constitutes high quality learning, and effective curriculum provision An appreciation of the need to plan the curriculum and to keep appropriate records Thorough understanding of safeguarding children. Have a strong interest and ability in ICT and its opportunities for learning 	<ul style="list-style-type: none"> Successful experience of working with children with special educational needs Evidence of outstanding teaching Experience of teaching phonics Experience of working with children with SEND
School Ethos	<ul style="list-style-type: none"> An ability to be a personal role model of professionalism, having high expectations of self and others An understanding of the need for equality of opportunity A belief in child centred, holistic and life-long learning Upholding and modelling our school values 	
Relationships	<ul style="list-style-type: none"> Ability to develop and maintain positive relationships with children and adults Commitment to working with parents/carers as partners in learning Commitment to further development of strong links with parents/carers and community Knowledge and understanding of the social and emotional aspects of learning including developing emotional literacy and how this can help behaviour management 	<ul style="list-style-type: none"> Willingness to be fully involved the life of the school community Previous experience of SEAL
Personal Qualities & Attributes	<ul style="list-style-type: none"> Emphasis on putting the children first Commitment to raising achievement Ability to communicate effectively in oral and written forms and using ICT Able to build and sustain good relationships Good sense of humour 	

	<ul style="list-style-type: none">• Ambitious for the school• Adaptability to changing circumstances and new ideas• Have the temperament to remain calm at all times• Have the ability to demonstrate a fair, unbiased and equitable approach to all situations• An acknowledgement that learning can be fun• Personal commitment to working within a team• Have a positive attitude and enthusiasm for all aspects of school life• Ability to be evaluative and accept advice• Evidence of personal commitment to professional development.	
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