



## Class Teacher – Job Description

<b>Salary and grade:</b>	MPS / UPS
<b>Reports to:</b>	The Head of School, members of the senior leadership team (SLT) and the governing body
<b>Supervisory responsibility:</b>	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

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### Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class(es) 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
  - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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### Duties and responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach



- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- 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
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

## **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school / Academy, which relate to the learners, curriculum or organisation of the school / Academy including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with school / Academy colleagues and sharing the development of effective practice with them



# Academies Trust

- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school / Academy
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

## **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with other schools and colleagues within the Academy and relevant external bodies
- Make a positive contribution to the wider life and ethos of the school and The Co-operative Primary Academy of Leeds

## **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*

## **Professional development**

- 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
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with current Appraisal Regulations

## **Other**

- 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
- Perform any reasonable duties as requested by the Headteacher



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**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure, NCTL checks and other employment checks required for the role. Please contact us if you require further details of any of these requirements.



## Class Teacher: Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li></ul>	<ul style="list-style-type: none"><li>• Evidence of continuing and recent professional development relevant to the post</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of promoting positive behaviour conducive to learning and which is focused on raising standards</li></ul>	<ul style="list-style-type: none"><li>• Teaching in an inner city school</li><li>• Teaching in the relevant key stage and year group</li><li>• Teaching in classes with high number of children with SEN and EAL needs</li></ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of current theory and best practice in learning and teaching</li><li>• Understanding of a diverse range of teaching and learning styles and techniques</li><li>• The theory and practice of providing effectively for the individual needs of all children</li><li>• Statutory National Curriculum requirements at the appropriate key stage</li><li>• The monitoring assessment, recording and reporting of pupils' progress</li><li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li><li>• Good understanding of effective procedures for managing and promoting positive behaviour among pupils</li><li>• The positive links necessary within school and with all its stakeholders;</li></ul>	



	<ul style="list-style-type: none"><li>• Effective teaching and learning styles</li><li>• Good working knowledge of the primary curriculum</li></ul>	
<b>Skills</b>	<ul style="list-style-type: none"><li>• Develop good personal relationships within a team</li><li>• Establish and develop close relationships with parents, governors and the community</li><li>• Communicate effectively (both orally and in writing) to a variety of audiences</li><li>• Create a happy, challenging and effective learning environment</li><li>• ICT skills</li><li>• Ability to create a happy, challenging and effective learning environment</li></ul>	
<b>Classroom Management</b>	<ul style="list-style-type: none"><li>• Insistence on high standards and expectations of children</li><li>• Well organised and managed classroom where children are independent</li><li>• A creative and exciting learning environment, where children's work is well displayed</li><li>• Work planned to a high standard and regular assessment of children's achievements carried out</li></ul>	
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• Approachable</li><li>• Committed</li><li>• Empathetic</li><li>• Enthusiastic</li><li>• Organised</li><li>• Patient</li><li>• Resourceful</li></ul>	

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.