

JOB DESCRIPTION – Class Teacher

Job Details

Post Title	Class Teacher
Responsible to	Key Stage Leader – Principal – Academy Trustees

Purpose of job

- The responsibilities of the post are to be performed in accordance with the provisions of the most up to date addition of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties within that document.
- To carry out professional duties and have responsibility for an assigned class.
- To be responsible for the day to day work and management of the class and the safety and welfare of the pupil’s during on site and off site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.

Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school’s plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress, and outcomes;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set and mark work to be carried out by the pupil in school and elsewhere;
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
- To maintain a regular system of monitoring, assessment, record- keeping and reporting of children’s progress.
- To prepare appropriate records for the transfer of pupils.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- To support the Principal in promoting the ethos of the school.
- Contribute to the development and coordination of a particular area of the curriculum.
- To ensure that school policies are reflected in daily practice.

Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the school’s Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the school behaviour policy.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School’s Health and Safety policy and any school- specific procedures/ rules that apply to this role.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.

Management of staff and resources

- Direct and supervise support staff assigned to you including volunteers, parent helpers, where

appropriate.

- Deploy resources delegated to you in accordance with school policies.

Professional development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.
- To participate in staff meetings as required.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school. Participating in appropriate administrative and organisational tasks, to ensure the smooth running of the school.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school;
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.

Additional Accountabilities

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Collegiate responsibility

Specific Additional Accountabilities

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- Providing a courteous and efficient service to students at all times;
- Using their influence with other staff and students to promote high standards of behaviour and order within our Academies
- Working to maintain our academies at the forefront of educational practice;
- Fostering and sustaining a culture of enterprise and creativity in all aspects of our Academies' operations.

Performance Management

An annual review of the job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.

Teacher - Person Specification

Education and Qualifications	Criteria	Assessment
Qualified teacher status	E	A
Evidence of appropriate professional development	D	A

Experience	Criteria	Assessment
Successful teaching in the Primary phase	D	A/I
Planning for a range of children to meet individual needs	E	A/I
Experience of dealing with day to day classroom and whole school issues, such as Behaviour management	E	A/I
Working effectively with outside agencies to support children	D	A/I
Preparation and administration of EYFS, KS1 & KS2 assessments	D	A/I
Able to decipher data and report finding to Senior Leadership and Governors	D	A/I

Knowledge and Understanding	Criteria	Assessment
Has an understanding of data and progress	E	A/I
Has an understanding of the role and use of development and raising attainment plans	E	A/I
A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively	E	A/I
A thorough understanding of the national curriculum and a range of assessment requirements and arrangements	E	A/I
Know how to use local and national statistics to evaluate the effectiveness of teaching	D	A/I
Knowledge of computer software relevant to the curriculum	E	A/I
Know the legal requirements, national policy and guidance on the safeguarding of children.	E	A/I

Skills	Criteria	Assessment
Is well organised	E	A/I
Has the ability to deal with parent/ carer queries effectively	E	A/I
Analyse and interpret data regarding the progress of SEN pupils	D	A/I
Seek and take advice from external bodies	D	A/I
Ability to prioritise and manage time effectively	E	A/I

Leadership	Criteria	Assessment
Ability to motivate and support other staff	E	A/I
Ability to be a role model for staff and students	E	I

Personal Qualities	Criteria	Assessment
Positive and enthusiastic approach towards work	E	I
Good team player	E	I
High expectations of self and others	E	I
Flexible and adaptable	E	I
Ability to work on own initiative	E	I
Self-Motivated	E	A/I
Excellent communication skills with a range of stakeholders	E	A/I
Demonstrates a high level of professionalism in all aspects of the role.	E	A/I

Criteria Key

- E** Essential
- D** Desirable

Assessment Key

- A** Application Form
- I** Interview