



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Classroom Teacher</b>	<b>Grade :</b>	MPS
<b>Responsible to:</b>	Deputy Head Teacher (Quality of Teaching / Standards)		
<b>Responsible for:</b>	N/A		
<b>Main purpose of the job:</b>			
<p>The teacher will:</p> <ul style="list-style-type: none"> <li>● Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document</li> <li>● Meet the expectations set out in the Teachers' Standards</li> <li>● Actively support and deliver the Trust vision of "Excellence Every Day"</li> <li>● Promote the school values</li> </ul>			
<b>Duties and Responsibilities:</b>			
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>● Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work</li> <li>● Ensure all planning is uploaded by 8am every Monday for the following week</li> <li>● Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment to inform planning and accelerate progress</li> <li>● Adapt teaching to respond to the strengths and needs of all pupils, ensuring that all pupils can achieve and adapting methods and resources to match the individual needs of pupils who may be regarded as vulnerable</li> <li>● Set high expectations which inspire, motivate and challenge all pupils irrespective of their starting points whilst recognising and supporting individual needs</li> <li>● Promote good progress and outcomes by pupils</li> <li>● Demonstrate good subject and curriculum knowledge</li> <li>● Participate in arrangements for preparing pupils for external tests</li> <li>● Ensure that pupil feedback is timely, accurate and facilitates in-class progress</li> </ul> <p><b>Whole-school organisation, strategy and development</b></p> <ul style="list-style-type: none"> <li>● 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</li> <li>● Contribute and support the overall achievement of the school's development areas in line with the School Improvement Plan and priority areas as identified in the SEF</li> <li>● Make a positive contribution to the wider life and ethos of the school</li> <li>● Work with others on curriculum and pupil development to secure co-ordinated outcomes</li> <li>● Provide cover, in the unforeseen circumstance that another teacher is unable to teach</li> </ul>			

- Promote the values and vision of the school and Trust through behaviours modelled and communication with colleagues, parents, pupils and other stakeholders

### **Health, safety and management of risk**

- 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 whilst always promoting inclusion through appropriate management of children with different learning, physical and social needs
- Ensure a safe, tidy and well ordered learning environment, taking responsibility for own classroom and any other area used in the school

### **Professional development**

- Be an active participant in the school's appraisal procedures
- Engage in the coaching ethos of the Trust and work to access and support group professional development dialogue to drive improvement across the school / Trust
- Participate in further training and development in order to improve own teaching and classroom practices
- Support the professional development of others in your own school and beyond through the coaching ethos of the Trust
- Engage in evidence-based research within own role as part of the whole school / Trust commitment to continuous improvement and achievement of "Excellence Every Day"

### **Communication**

- Communicate effectively with pupils, parents and carers and build effective partnership relationships
- Welcome pupils every morning and be present at the start and end of each day to communicate with parents / carers face to face
- Use direct face to face communication in the workplace to promote open dialogue where possible
- Respond to emails within the directed time or within 48 hours where no timescale is given.
- Record all communication with parents / carers on the relevant on-line platform as appropriate

### **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
- Be willing to engage in working groups and meetings as required and relevant to the role

### **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 model this in own behaviours and communication in line with the Staff Handbook.
- Maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Ensure all written communication externally is approved by the line manager before sharing

<b>Management of staff and resources</b> <ul style="list-style-type: none"> <li>• Direct and supervise support staff assigned in the classroom</li> <li>• Contribute to the professional development of classroom support staff</li> <li>• Deploy resources delegated to them and ensure value for money through careful resource management</li> </ul>		
<b>Other areas of responsibility</b>		
<ul style="list-style-type: none"> <li>• Undertake all other duties as appropriate and as directed by the Head Teacher or line manager</li> </ul>		
<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>
	<b>Line Manager:</b>	<b>Date:</b>
<b>Last review date</b>	<b>May 2022</b>	
<b>Next review date</b>	<b>May 2023</b>	

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and procedures including the use of digital platforms for recording and reporting within acceptable timescales. The teacher will also be expected to adhere to the staff code of conduct and the Staff Handbook.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.

## Qualifications and experience

- Qualified teacher status
- Degree
- Successful primary teaching experience (a minimum of 3 years teaching experience which may include other age groups, not limited to only primary although evidence of primary teaching during this time is essential)
- Evidence of commitment to professional development and evidence-based practice

## Skills and knowledge

- Knowledge of the National Curriculum
- Knowledge of effective teaching and learning strategies
- A good understanding of how children learn
- Ability to adapt teaching to meet pupils' needs
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies
- Good ICT skills, particularly using ICT to support learning

## Personal qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- High expectations for children's attainment and progress
- Outward facing attitude and willingness to embrace new initiatives and undertake evidence based research
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding
- Active commitment to equality, diversity and inclusion demonstrated through classroom practice and language