

## Job Description

<b>Job Title:</b>	<b>Class Teacher</b>
<b>Location:</b>	St James the Great Academy
<b>Hours of work:</b>	Full Time
<b>Reports to:</b>	Principal

## Purpose of the Role:

The professional duties of teachers, (other than the Headteacher) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teachers, along with the particular duties expected of the post holder have been set out below:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support designated curriculum areas as appropriate
- To monitor and support the overall progress and development of pupils
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential
- To contribute to raising standards of pupil attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## Teaching responsibilities:

- To teach pupils according to their educational needs, including the setting and marking of work and provision of written/verbal and diagnostic feedback
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required
- To provide or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To ensure that ICT, Literacy, Maths are all incorporated into the curriculum where appropriate
- To ensure a high quality learning experience for pupils which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, uniform, standards of work and homework
- To set appropriate targets for pupils in line with school policy and procedure

## Staffing responsibilities:



- To take part in the academy's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Appraisal Review process
- To ensure the effective and efficient deployment of classroom support
- To work as a member of a team and to contribute positively to effective working relations within the school

#### **Quality Assurance responsibilities:**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria. To seek / implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

#### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up to date information for Management Information Systems, registers, target tracking data etc.
- To complete the relevant documentation to assist in the tracking of pupils
- To track pupil progress and use information to inform teaching and learning

#### **Leadership responsibilities:**

- To lead a specific subject area or areas if required by keeping up to date with current educational practice and implementing new initiatives in the school at the direction of the Senior Leadership Team.
- To ensure that the subject area is adequately resourced
- To prepare a subject action plan
- To analyse the attainment data for the subject area and report back to the Senior Leadership Team with areas for development and strategies to address these

#### **Communication:**

- To communicate effectively with the parents of pupils as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school

#### **Marketing and Liaison:**

- To take part in liaison activities such as Open Evenings, Parents Evenings, Review Days and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

#### **Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the subject leaders to identify resource needs and to contribute to the efficient / effective use of physical resources



- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, and the students.
- Organising the classroom and learning resources to create a positive learning environment

**Other specific duties:**

- To play a full part in the life of the academy community
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by the Principal not mentioned in the above

**SEND Responsibilities:**

- The progress and development of every pupil in their class, including those with SEND
- Adapting teaching and curriculum for pupils with SEND and incorporating guidance provided by the SENDCo and external professionals.
- Working closely with any additional adults to assess, plan, do and review support and interventions for each pupil with SEND in their class
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Setting high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.
- Identify pupils with SEND in their class.
- Engage in on-going SEND CPD offer

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person Specification

#### Job Title: Class Teacher

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications	<ul style="list-style-type: none"> <li>● Right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>
	Qualifications required for the role	<ul style="list-style-type: none"> <li>● Degree or relevant professional qualification with QTS.</li> <li>● Record of recent and relevant in-service training.</li> <li>● Willingness to further own professional development.</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> <li>● Proven record of good or better teaching and classroom management.</li> <li>● Experience of teaching in at least one key stage.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of teaching in two key stages.</li> <li>● Experience of target setting and subject leadership.</li> </ul>



		<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum or Foundation Stage Curriculum as appropriate</li> <li>• Experience of effective assessment procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation and administration of statutory national tests and implication of Teacher's Assessment on making accelerated progress.</li> </ul>
<b>Behaviours</b>	Skills/Abilities	<ul style="list-style-type: none"> <li>• Team player and committed to team building.</li> <li>• Ability to plan for the use of additional adult support.</li> <li>• Ability to prioritise, use initiative and good time management.</li> <li>• High standard of presentation skills.</li> <li>• IT literate with experience of a range of teaching aids.</li> <li>• Aware of current primary educational initiatives and issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use any adults supporting learning in a creative and inspirational way.</li> <li>• Knowledge of positive Behaviour Strategies</li> </ul>
	Qualities	<ul style="list-style-type: none"> <li>• Approachable to all members of the school community and committed to communicating with the wider school community.</li> <li>• Ability to assist in the effective management of change.</li> <li>• Willingness to support strong links with parents/carers and governors.</li> <li>• Good organisational skills and enthusiastic about child led learning.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>





	Philosophy of Education	<ul style="list-style-type: none"> <li>• A clear commitment to inclusion.</li> <li>• A determination to 'personalise' learning to meet the needs of <u>all</u> pupils.</li> <li>• A child centred approach.</li> </ul>	
	DBS (CRB)	<ul style="list-style-type: none"> <li>• This post is subject to receipt of a Disclosure and Barring Service Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Special requirements	<ul style="list-style-type: none"> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Ability to travel as required</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

