



# CLASSROOM TEACHER



JOB DESCRIPTION	
Job Title	Classroom Teacher
Grade	MPS
School / Department	Valley Invicta Primary School at Kings Hill
Base	Kings Hill
Hours	Full time
Reports to	Head of School
Accountable to	Head of School

### Job Summary

- Teach a class of children, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning, developmental and social needs.
- To meet the expectations set out in the Teachers' Standards.
- Maintain the positive ethos, vision and aims of the school, both inside and outside the classroom.

### Key Working Relationships

- Head of School
- Executive Headteacher
- School Improvement Director
- Associate/Support Staff
- Students
- Parents
- Visitors

### Key Responsibilities

#### a) Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work;
- Set and mark work to be carried out by the pupils in school and elsewhere;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment and target setting.
- 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 and positively support whole school initiatives;
- Participate in arrangements for preparing pupils for external tests;
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document;
- Meet the expectations set out in the Teachers' Standards.

#### b) 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.

- c) 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.
- d) Communication**
- Communicate effectively with pupils, parents and carers;
  - Report to parents and other professionals on the development, progress and attainment of pupils.
- e) 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.
- f) Personal and professional conduct**
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school and in line with the expectations of the Valley Invicta Academy Trust;
  - Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality in line with the Valley Invicta Academy Trust;
  - Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- g) Management of staff and resources**
- If required by the Headteacher direct and supervise support staff assigned to your role and where appropriate, other teachers;
  - Contribute to the recruitment and professional development of other teachers and support staff.
- h) Support for the Trust**
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant Trust lead;
  - To contribute to overall ethos, work and mission statement of the Trust;
  - To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher/Trust Management Group;
  - Participate in the school's appraisal process;
  - Where appropriate, take part in the appraisal and professional development of others.
- i) Safeguarding**
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- j) Equality and Diversity**
- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.
- k) Representing the Trust**
- To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

#### **4. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

#### **Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

#### **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

#### **Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level qualification</li> </ul>	Evidence of further professional development or qualification
<b>Experience</b>	<ul style="list-style-type: none"> <li>Classroom teacher</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the National Curriculum</li> <li>Knowledge of effective teaching and learning strategies</li> <li>A good understanding of how children learn</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Knowledge of effective behaviour management strategies</li> <li>Demonstrate a creative approach; designing learning sequences within lessons and across lessons that are effective and consistently well matched to learning objectives and the needs of learners and which integrate recent developments, including those related to subject/curriculum knowledge and which engenders a love of learning</li> </ul>	<ul style="list-style-type: none"> <li>Ability to identify and draw upon high quality research sources to inform practice</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to promote equality and inclusion in teaching by making effective personalised provision for all; including those for whom English is an additional Language, or who have special educational needs or a disability</li> <li>Ability to build effective working relationships with pupils</li> <li>Good ICT skills, particularly using ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>Ability to identify and draw upon high quality research sources to inform practice</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>High expectations for children's attainment and progress</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all time</li><li>• Commitment to safeguarding and equality</li><li>• Flexible, positive, sensitive and open to the needs of children, their families and the community.</li><li>• Positive attitude and a good understanding of the current changing climate in education</li></ul>	
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