Job Description

**Job Title:** Valley Invicta Primary – Classroom Teacher **-** Teaching and Learning Responsibility for Mathematics

**Grade:** Main/Upper Pay Range plus TLR

**School:**

**Reports to:** Headteacher

**Accountable to:** Headteacher

1. **Job Summary**

The classroom Teacher will:

* Teach a class of children, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning, developmental and social needs;
* Maintain the positive ethos, vision and aims of the school, both inside and outside the classroom.
* To provide strong leadership for improving the quality of education in your identified area.
* Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
* Work closely with the senior leadership team and local school board to help pupils realise with educational and personal potential.
* Be an excellent classroom practioner
* Have an impact on educational progress beyond your assigned pupils
* Line manage and appraise identified staff (where agreed by the headteacher)
* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers

1. **Key Working Relationships**

* Headteacher
* School Improvement Director
* Associate/Support Staff
* Students
* Parents
* Visitors

1. **Key Result Areas**
2. **Teaching**

* Lead a core subject/phase/school priority (Maths) across the whole school
* Ensure staff are following the agreed guidance in the teaching and learning booklet to create an ethic of excellence.
* Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
* Lead regular meetings relevant to your TLR area with appropriate colleagues to develop the culture of excellence through regular monitoring and coaching staff, for improvement.
* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work;
* Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.
* 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.

1. **Whole school organisation, strategy and development**

* Contribute to, implement and evaluate the success of School Improvement Action Plan relevant to your TLR area;
* Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
* Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
* Promote cross curricular approaches to teaching and learning and contribute of the review and development of the curriculum.
* Be a proactive and effective member of the senior/middle leadership team
* 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.

1. **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.

1. **Communication**

* Communicate effectively with pupils, parents and carers;
* Report to parents and other professionals on the development, progress and attainment of pupils.

1. **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.

1. **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.

1. **Management of staff and resources**

* Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility;
* Act as a reviewer with the arrangements for the appraisal of any identified staff as requested by the headteacher
* Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
* Ensure you keep up to date with current developments in your TLR area, research new initiatives and disseminate information as appropriate
* Manage, monitor and accurately account for any budget for your area, in conjunction with the headteacher;
* Evaluate, organise and monitor the use of 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.

1. **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.

1. **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.

1. **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.

1. **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.

**Person Specification: Valley Invicta Primary – Classroom Teacher (UPS)**

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| AREA | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and experience** | * Qualified Teacher Status * Degree level qualification * Successful primary teaching experience or appropriate training | * Evidence of further professional development or qualification |
| **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 pupil’ 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 | * Ability to identify and draw upon high quality research sources to inform practice |
| **Attributes** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values if the school * High expectations for children’s attainment and progress * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all time * Commitment to safeguarding and equality |  |