



Sussex Road School
Job Description
Class Teacher - including those with Subject Leadership Responsibility

Line Manager:

Headteacher

Pay Scale:

MPS/UPS

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To drive forward the Strategic Plan, working towards the School's vision. The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Question - Challenge - Explore

KEY PURPOSE OF THE JOB

CLASS TEACHER - To provide a personalised curriculum, education for designated pupils in accordance with the requirements of the Teachers Conditions of Employment and the School's policies. To take an appropriate part in the shared responsibility for the well-being and behaviour of all pupils and the spiritual, moral, social and cultural aspects of their education.

To meet the DFE Teachers' Standards and to adhere to the School's Code of Conduct.

MAIN ACTIVITIES

To take responsibility for

- enabling all pupils to make good progress
- the safety and well-being of all pupils
- planning and implementing appropriate provision for all children in their responsibility within the framework of national and School policies
- maintaining assessment records, reporting on pupils' progress to Senior Leader and to parents and carers, in accordance with School policy
- management of additional adults within the classroom

PRINCIPAL ACCOUNTABILITIES

- To plan work for the class in accordance with national, LA and School curriculum policies and in co-operation with Curriculum Teams and Lower and Upper Leaders. To ensure that the children experience a broad, balanced, relevant and stimulating curriculum in line with the School's mission statement of Question, Challenge, Explore
- To ensure learning experiences address the individual needs of the children in the class, enabling good progress.
- To make appropriate educational provision for vulnerable children, with support from the Inclusion Leader.
- Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.

- To champion the School's Learning Behaviours; to provide children with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the School.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with School policies. Use the School's system to track progress and use this information to inform planning.
- In liaison with the SENCO, lead intervention strategies for identified pupils to provide targeted one-to-one or small group tuition
- Follow the School's Safeguarding policy.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the School's mission statement, values and aims in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To liaise with support staff both School based, from the LA & from other external bodies as required.
- To take responsibility for the management of other adults in the classroom.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the School.
- For non-NQTs, take responsibility for a curriculum area as agreed with the Headteacher as detailed below :-

Curriculum Leadership - Specific Duties

- Oversee the creation, maintenance, implementation and monitoring of the assigned curriculum area's policies and annual action plan and submit an annual written report to the Headteacher to assist in updating the Strategic Plan.
- Strategically manage the content/scheme of work for the assigned curriculum area across all (relevant) year groups to build progression and ensure development of key skills.
- Monitor standards of teaching and learning and planning to secure a high quality and consistent approach across the School.
- Consult, produce and regularly review the subject policies which should state the agreed procedures, practices and aspirations of the subject.
Guidance should refer to:-
 - Subject specific assessment information.
 - PSHCE opportunities within the subject.
 - The use of Computing.
 - Resources.
 - Embedding SMSC within the subject.
 - Health and Safety information.
- Initiate and maintain the provision of extra-curricular activities related to the curriculum area, e.g. after School clubs, revision/booster sessions, educational visits out of School hours.
- Manage the curriculum content for the assigned curriculum area within the School website including regular features e.g. activities for families to try at home.
- Provide pedagogical leadership in the delivery of the curriculum area e.g. by the use of demonstration lessons and peer observations to raise expertise among colleagues.

- Facilitate whole staff development through attending and delivering training.
- Resource the curriculum within a delegated budget and oversee the organisation, storage and maintenance of resources.
- Communicate developments in the assigned curriculum area to governors, parents, staff and pupils; a subject report must to submit to the Full Governing Body annually.
- Manage partnership projects at School level when requested.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the School’s objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the School’s Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers’ Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with School procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the School to ascertain details from the Police and other relevant bodies regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with Sussex Road’s Equalities Scheme.

General

The post holder is required to carry out the duties in accordance with the Council Health and Safety policies which can be found in the school’s Health and Safety Policy. The post holder has a responsibility under the General Data Protection Regulations to protect pupil data at all times and adhere to strict confidentiality protocols.

Signed _____ Date _____

Post holder

Signed _____ Date _____

Headteacher/Line Manager

PERSON SPECIFICATION FOR CLASS TEACHER

QUALIFICATIONS

- Qualified Teacher Status.

EXPERIENCE

A proven track record of recent and successful class teaching in mixed ability classes of primary age (or of successful training for NQTs).

KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB

- Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.
- Thorough knowledge of the new curriculum.
- Good subject knowledge.
- Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the School's policy.
- An understanding of equality of opportunity issues and how they can be addressed in Schools.

SKILLS AND ABILITIES

- To demonstrate the skills of a good teacher, including ability to:-
 - Interest, encourage and engage pupils.
 - Provide appropriate levels of challenge, so that pupils make good progress.
 - Use methods and resources that enable all pupils to learn effectively.
 - Use assessment information effectively to plan next steps in children's learning.
 - Make effective use of time.
 - Secure high standards of behaviour.
 - Make effective use of teaching assistants and other support.
 - Enable pupils to acquire new knowledge and skills.
 - Enable pupils to develop the skills to work independently and collaboratively.
 - Enable pupils to develop self-esteem and respect for others.
 - Create a well organised, stimulating learning environment.
- Ability to make a significant contribution to a School ethos that promotes high achievement.
- A commitment to raising achievement.
- The ability to work as part of a team in planning and implementing the curriculum.
- The ability to work within the framework of national and whole School policies to ensure consistency of practice.
- The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.
- A commitment to further your own professional development and to the principle of continuous improvement.