**Leybourne Ss Peter and Paul CEP Academy**

Job Description

**Job Title: Classroom Teacher (Maternity Cover)**

**Responsible to: Head of Upper School / Headteacher**

## Purpose

To teach a class of children in line with whole school policies and schemes of work, and to undertake pastoral duties in keeping with the School Teachers Pay and Conditions of Employment document.

## Areas of responsibility

1. To be responsible for the education and welfare of a class of pupils.
2. To contribute to the education and welfare of all pupils within the school premises.
3. To keep up to date with Key Stage developments and developments in subject.

## Key Tasks

### Teaching

1. Contribute to whole school staff meetings.
2. Implement agreed plans and plan, mark, assess and evaluate work according to school policy.
3. Provide a differentiated, balanced, progressive, varied and stimulating curriculum in line with statutory and school requirements.
4. Attend parent consultation sessions and report on individual pupil achievement and development.
5. Contribute to annual written reports for their class for parents.
6. Assist in ensuring a well organised and structured classroom environment with effective and stimulating displays and good access to resources.
7. Maintain good discipline of pupils in line with the school’s Behaviour policy.
8. Keep abreast of trends and developments in education, especially those areas particularly relevant to the duties and responsibilities of the post.
9. Plan and supervise the work of support personnel assisting in the classroom in conjunction with SEND Manager.
10. Be aware and responsive to the medical, social, personal and specific learning needs of children and report to the SEND Manager and Headteacher where there is cause for concern.
11. Use resources effectively and efficiently to promote children’s learning.
12. Carry out supervision of pupils as detailed by the Headteacher/Head of Upper School.

**General duties / Responsibilities**

Safeguarding and promoting the welfare of children is every employee’s responsibility. Everyone at Leybourne SS Peter and Paul CEP Academy has a role to play in safeguarding pupils. Staff will follow school policy with regard to all safeguarding matters at all times.

# Person Specification

* Has DfE recognised qualified teacher status
* Has training for/experience of teaching in Key Stage 2
* Demonstrates understanding of the principles of Primary Education
* Has clear strategies for positive Behaviour Management and Discipline
* Demonstrates commitment to partnership with parents and strategies to foster this
* Has a commitment to their continued professional development
* Is able to cope with change and working with different age ranges
* Has a flexible approach
* Has a calm, organised approach to planning and establishing a secure learning environment for children
* Has knowledge and understanding of how to develop strategies appropriate to the needs and abilities of the pupils in order to raise their levels of achievement.
* Possesses excellent interpersonal skills
* An empathy with children and a commitment to understanding and meeting the needs of all children, especially those with special educational needs.
* Proven ICT Skills for classroom use and data analysis
* Enthusiasm for subject / extra-curricular area

**This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.**

Signed:

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|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher |
|  Date: |  Date: |

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This job description may be amended at any time following discussion between the Headteacher and the member of staff

**Duties and responsibilities**

* Supporting individuals and groups in achieving lesson objectives, helping every individual to achieve their best
* Providing effective feedback to children and teachers including appropriate record keeping to support learning process
* Understanding children as individuals and supporting them in overcoming any barriers to learning by supporting them knowledgeably and sensitively
* Preparation of learning resources in liaison with teachers
* Support the class teacher in liaising with parents
* Assisting in the creation of effective displays

**Behaviour and Safety**

* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

**Team working and collaboration**

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member
* Contribute to the professional development of other staff and support the induction of new staff
* Fulfil wider professional responsibilities
* Work collaboratively with others to develop effective professional relationships
* Effective communication with parents/carers and other partners and professionals to achieve best possible outcomes for children
* Make a positive contribution to the wider life and ethos of the school

**Administration**

* Support Class Teachers in the general administration necessary for the effective running of the school

**Professional development**

* Participate in reviewing the effectiveness of your support and its impact on pupils’ progress, attainment and wellbeing and respond to advice and feedback from colleagues
* Participate in appropriate training to ensure every child is well understood and supported in reaching their full potential in all aspects of their school experience
* Annual Appraisal

**Other**

* To have professional regard for the ethos, policies and practices of Leybourne Ss Peter and Paul CEP Academy, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the Headteacher