# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Classroom Teacher** |
| **Reporting to** | **Headteacher** |
| **Main purpose of job** | To carry out the professional duties of a school teacher and to play a role in the school team.<br><br>To facilitate and encourage learning which enables pupils to achieve high standards. To share and support the corporate responsibility for the well-being, education and discipline of all pupils. |

**Key responsibilities:**

**Teaching & Learning**

- To be part of an effective school team, promoting learning and teaching under the overall direction of the Head of School
- To liaise with other member of staff, members of the LEA support and advisory services, organisations and networks relevant to the teachers' specialism and parents, governors and the local community
- To ensure the good conduct and behaviour of all the children and assist in promoting good order in school
- To take responsibility for own professional development and undertake relevant CPD
- To ensure that targets are set for class, groups and individuals
- To ensure that SEN children are identified and appropriate records are available for SENCo, complying with the Special Needs Code of Conduct document
- To identify the needs of gifted and talented children are met in the curriculum
- To embrace and remain up to date with current educational practice and local and national initiatives including a positive contribution to the Every Child Matters agenda
- To encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively
- To use professional skills and judgement to particular in the key stage team, establishing working relationships and setting a good example through their presentation and personal and professional conduct
- To be responsible for undertaking and ensuring regular assessments are completed and results and reports are communicated to all stakeholders to include parents, other staff, Head of School and LEA appropriate

**Curriculum**

- To undertake those professional duties of a teacher
- To be responsible for either a lass or group of children and through "good practice" set standards, putting the school's aims into practice on a day-to-day basis
- To contribute to the assessment, monitoring and evaluation of the work done in school
- To plan and prepare a balanced curriculum which is appropriate to the needs, interests and experience of the pupils in the class

- To promote a quality teaching and learning environment
- To assist in the implementation of a policy for the spiritual moral and social development of the pupils in the school

**Community**

- To assist the Head of School in the development and implementation of a policy to achieve the support and involvement of parents in their children's learning and in the life of the school
- To promote effective relationships between the school and its local community
- To assist in the maintenance of links with other schools
- To take an active part in supporting the work of the Governing Body with parental involvement initiatives To actively promote the school within the wider community

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive, Academies Director and Headteacher

The job description will be updated where appropriate in consultation with the post-holder.

Should the successful applicant be a Newly Qualified Teacher, the appointment would, in the first instance, be for a period of 1 year with a review on successful completion of the NQT year.

# Person Specification

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| **Education and qualifications** | **Essential**<br>• Good Honours Degree<br>• Qualified Teacher Status |
| **Experience** | **Essential**<br>• Successful teaching experience in KS1/KS2<br>• The ability to enable children to exceed their potential<br>• A proven track record in relation to pupil progress across the curriculum<br><br>**Desirable**<br>• Successful experience of teaching and supporting children with SEN |
| **Knowledge** | **Essential**<br>• Knowledge and understanding of the KS1/KS2 curriculum<br>• Understanding and commitment to Child Protection<br>• Understanding and commitment to the Every Child Matters agenda<br><br>**Desirable**<br>• Knowledge and understanding of the SEN Code of Practice |
| **Key Skills** | **Essential**<br>• The ability to plan differentiated activities across the curriculum<br>• The ability to delivery challenging, inspirational lessons based upon learning needs<br>• Proven classroom organisation and behaviour management skills<br>• Effective personal organisation management skills<br>• The ability to act as a professional role model |
| **Personal Qualities** | **Essential**<br>• High expectations of all children and a belief in their ability to achieve success<br>• Vision, drive and enthusiasm within a team environment<br>• Energy, stamina and a good attendance record<br>• Integrity, loyalty, sensitivity and trust demonstrated to all stakeholders<br>• A commitment to own personal development and training<br>• Excellent communication skills<br>• To be able to work as a member of a team |