

## **Job Description**

### **Pioneer Academies Community Trust**

**Name:**

**Post:** Class Teacher (Main Pay Scale/ UPS)

**Responsible to:** Head of Academy, Key Stage Leader

**Full/Part Time:** Full Time, Permanent

**Purpose of Job:**

**To carry out the professional duties (core standards) of a teacher other than a Head Teacher as described in Part 12 of School Teachers' Pay and Conditions of Employment Document** To teach designated pupils and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies.

To undertake tasks related to the development of a curriculum area.

**The post holder must at all times carry out his/her responsibilities within the spirit of Academy policies.**

- This job description outlines, within the terms of your conditions of employment, the range of professional duties that are attached to your post. It is not a comprehensive definition of these duties. These will be negotiated with the Headteacher on appointment.
- Your terms and conditions of employment are referred to in the statement of particulars provided to you at the time of your appointment.
- You will be required to perform duties described in the School Teacher's Pay and Conditions Document.
- You will be available for work for the number of days and the hours of duty, which conform to the statutory requirements of current legislation.
- This job description may be reviewed annually, and it may be amended at any time during the year after consultation with you.

#### **General Responsibilities**

- The education and welfare of a designated class or groups of children.
- To lead the Learning & Teaching within the classroom in accordance with the Academy Learning and Teaching policy and in pursuit of the highest standards of pupil achievement.
- To ensure that the requirements of the National Curriculum, the school aims and vision and all policies are complied with.
- To share responsibility for the well-being and behaviour of all pupils.
- To implement and maintain the school's policy on discipline and behaviour.

- To acknowledge that good, or above standards of learning and teaching will ensure all pupils make better than excellent progress.
- To pursue the aims of the school in a positive manner and promote the agreed ethos.
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching.
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school.
- To monitor and assess children's progress and report to parents.
- To support the school's endeavours to meet the needs of its community.
- Participate in the school's performance management process.

### **Particular Responsibilities**

- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school.

### **Class Teacher Responsibilities**

#### **Knowledge and Understanding:**

- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development
- Select and make good use of a range of resources including ICT.
- Be familiar with the school's current systems and structures including Child Protection Procedures.
- Understand how summative and formative data can be used to set clear targets for achievement.

#### **Monitoring and Assessment:**

- Assess and record each pupil's, groups of pupils and cohort progress systematically within the statutory requirements and school's assessment policy.
- Mark and monitor providing constructive feedback and setting targets for future progress.
- Share information on progress with children and parents and carers.
- To continually assess pupil's learning to inform planning to provide challenging targets which are regularly reported to parents and SLT.
- To assess and record pupil's achievements and progress and report to parents.

#### **Planning, Teaching and Class Management:**

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children taught by members of that team experience similar learning opportunities.

- Consistently and effectively plan lessons and sequences of lessons to meet pupils differentiated needs, ensuring children are motivated and challenged.
- To produce written records of such planning in accordance with school policy.
- Ensure effective teaching of whole classes, groups and individuals.
- Consistently and effectively use a range of appropriate strategies for teaching and classroom management ensuring high expectations of attainment and behaviour.
- To use the professional development review to reflect and evaluate practice and as a tool to improve effectiveness.
- Be familiar with the SEN Code of Practice.
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole.
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently.
- To contribute to the ideas within and the implementation of the School Improvement Plan.
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

#### **Other professional requirements:**

- To implement national strategic and agreed school initiatives.
- To contribute to and support school improvement.
- To maintain a learning environment that encourages independence.
- To maintain and update a portfolio to include record of professional development reviews, personal lesson observations, achievements, training received.
- To take responsibility for leadership & development of curriculum areas where applicable.
- To work with Inclusion Co-ordinator to maintain, update and review the provision for vulnerable pupils.
- To contribute fully to the life of the school community.
- Establish and maintain effective working relationships with colleagues and parents.
- Participate in meetings with colleagues and parents.
- Take responsibility for your own professional development.

#### **Footnotes:**

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.  
Trade Union representation will be welcomed in any such consultations.

## EMPLOYEE SPECIFICATION – CLASSROOM TEACHER

The purpose of the job is to create a lively and stimulating environment, quality teaching and learning for children which meets the needs of the child, allowing them to develop to their full potential.

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"><li>• Qualified teacher status.</li><li>• A desire to teach and an understanding of the role.</li><li>• Evidence of teaching children in the primary phase.</li></ul>	<ul style="list-style-type: none"><li>• Additional qualifications e.g coaching/first aid.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• A good understanding of the National Curriculum, and how creativity is the key to enquiring minds.</li><li>• A good understanding of assessment and differentiated planning.</li><li>• A good understanding of ICT, Literacy &amp; Numeracy.</li><li>• Ability to demonstrate a range of teaching styles to meet the individual needs of children.</li></ul>	<ul style="list-style-type: none"><li>• Specialist knowledge of a subject area to lead or support the co-ordinator in this area.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Good communication skills and an ability to relate to children, staff, parents, governors.</li><li>• Good classroom management and organisational skills.</li><li>• To become part of a team.</li><li>• Use a range of strategies for behaviour management.</li><li>• Ability to teach classes throughout school.</li></ul>	<ul style="list-style-type: none"><li>• Be aware of new initiatives in the curriculum.</li></ul>
<b>Personal</b>	<ul style="list-style-type: none"><li>• A lively and positive outlook on life.</li><li>• An approachable, friendly yet professional manner.</li><li>• A good sense of humour.</li><li>• Caring individual.</li><li>• Ability to work in a team.</li></ul>	<ul style="list-style-type: none"><li>• Empathy to relate to the needs of the child.</li><li>• High aspirations to succeed.</li></ul>