Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description

Class Teacher – Computing with PPA

Line Manager: Deputy Head Teacher

Job Description

To be a member of the team and under the direction of the Deputy Head Teacher and to contribute to high standards of teaching and learning and the raising of standards of achievement.

To make a significant contribution to the vision and direction of Guru Nanak Multi Academy Trust where innovation and inspirational learning for all is the core value.

Responsibilities and Tasks

- Plan well structured lessons in accordance with National Curriculum requirements and other curriculum schemes such as the International Primary Curriculum.
- To develop schemes of work and related assessment schemes.
- Produce up to date and informed assessment data on each student taught at regular intervals in line with Academy policies.
- Organise teaching and learning for designated groups and individual pupils, setting high expectations which inspire, motivate and challenge pupils.
- Promote good pupil progress and outcomes by pupils as detailed in the Teachers' Standards.
- Adhere to the Academy policy in respect of assessment, recording and reporting of pupil progress and ensure that Academy policies and practices are implemented consistently including assessment, reporting and recording, equal opportunities and differentiation and behaviour
- Adapt teaching to respond to the strengths and needs of all pupils and liaise with the Inclusion Manager in respect of meeting the special educational needs of pupils.
- Manage behaviour effectively to ensure a good safe learning in accordance with the Academy's Behaviour Policy.
- Participate in administrative and organisational tasks such as registering pupils and supervising them during directed time.
- Maintain a positive classroom environment by planning and managing displays, classroom layout and access to resources.
- Develop monitor and evaluate an agreed area of the curriculum.
- Attend staff meetings and CPD both locally and nationally.
- Participate in pupil educational visits and other activities to enhance the curriculum.
- Communicate effectively with parents and advise them of the educational progress and wellbeing of their child. Attend Parent Consultation Meetings.
- Be a member of a team and work collaboratively with staff in curriculum planning, resourcing, assessment and evaluation.
- Co-operate with educational professionals and other child agencies.
- Direct the work of designated support staff.
- Set appropriate standards of dress, language and behaviour.
- Participate in the Performance Management system for the appraisal of their own performance and

that of others, e.g. Learning Support Assistant.

- Undertake any such duties as directed by the Principal, Deputy Headteachers or Year Leaders commensurate with the level of the post.
- Take an active role in the personal and career development via the Professional Development procedures established by the Faculty and /or the whole Academy.
- Attend all relevant and appropriate meetings as documented on the Academy calendar.
- Participate with Academy CPD and Performance Management processes.
- Responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.
- To fulfil the conditions of employment for school teachers as laid down in the latest School Teachers' Pay and Conditions Document (STP Acts 1987, 1991 and order 1994).
- Promote good pupil progress and outcomes by pupils as detailed in the Teachers standards.

Support for the Academy

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- To recognise own strengths and areas of specialist expertise and use these to advise and support others
- To support the Academy's mission statement, vision and strategic objectives
- Raise with other schools and agencies to promote a multi- professional approach to the education of pupils within the Academy
- To be responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.

General

- To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

Equal Opportunities

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

Health & Safety

- In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.



Person Specification

Class Teacher – Computing with PPA

1. Knowledge and Experience	Essential	Desirable
Qualified Teacher Status.	✓	
Evidence of continuing professional development.	✓	
Good Subject Knowledge	✓	
Knowledge of the requirements of the National Curriculum	✓	
Effective teaching and learning including personalised learning	✓	
Ability to use assessment to raise standards of achievement.	✓	
Evidence of successful teaching across the relevant age and ability ranges	✓	
Providing effectively for the individual needs of all pupils i.e. classroom organization and learning strategies	✓	
	✓	
The requirements of the Foundation Stage Curriculum, National Curriculum, Every Child Matters and the implications for record keeping and assessment.	✓	
2. Skills & Knowledge	**Essential**	**Desirable**
Ability to communicate effectively with different audiences, orally and in writing.	✓	
Knowledge of current educational curricular issues	✓	
The capacity to inspire and motivate others – both adults and students.	✓	
Ability to use ICT both as a teaching tool and for administrative purposes.	✓	
Develop good relationships with pupils, parents, staff, governors and the community	✓	
Create a positive, challenging and effective learning environment	✓	
The capacity to inspire and motivate others – both adults and students	✓	
Effective use of ICT for record keeping and tracking data	✓	
Statutory requirements concerning Health and Safety, Safe Guarding and awareness of other relevant legislation	✓	
3. Personal Qualities	**Essential**	**Desirable**
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
A sense of humour.	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals	✓	
Working with support staff to involve them closely in planning and the	✓	

development of classroom practice for the benefit of pupil's learning.		
Providing effectively for the individual needs of all pupils, e.g. classroom organisation and learning strategies.	✓	