Head Teacher: Laura Birkett

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Class Teacher

MPS and bonus for exceptional candidates

Job Description:

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation including the teacher Standards and the school's articles of government.

This job description is to be performed in accordance with the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school

This job description may be amended at any time following discussion between the Headteacher/Team Leader and member of staff, and will be reviewed annually in response to the changing needs of the school.

Responsibilities:

- The post holder is responsible to their line manager and to the Headteacher for his/her duties, responsibilities and teaching tasks.
- The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children' achievement.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.

Core Aims:

- To have high expectations for every child and provide stimulating, differentiated learning opportunities to unlock every child's full potential.
- To assist WPS Governors and SLT with developing outstanding practice in the National or EYFS curriculum and assessment arrangements as applicable to Reception pupils in a 4-11 setting.
- To contribute to the wider development of the school via support for enrichment activities.
- To support and drive high expectations, the ethos, aims and values of the school.
- To uphold all school policies and procedures and promote the good name of the school.
- To promote the use of current and emerging technologies creatively and positively to enhance learning.
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty-first century;
- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development;
- To encourage pupils to participate in an extensive range of sporting, cultural and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and wider communities.

Duties:

MAIN DUTIES:

- To support the senior management of the school in realising the school vision and raising attainment.
- To play an active role in the professional development and performance management of staff acting as team leader for identified teachers and or support staff.
- To promote creative and innovative approaches to teaching and learning and develop resources to support this.

Specific Duties:

Teaching and Class Management

Plan teaching to achieve progression in pupils' learning through:

- Liaise effectively with the Headteacher in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Incorporate differentiation into all aspects of the delivery of the curriculum.
- use a variety of teaching methods to:
    - structure information well, including outlining content and aims and summarising key points as the lesson progresses
    - instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
    - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- Select appropriate learning resources for pupils and develop study skills through library, technology.
- Drive the use of ICT including iPads in the learning environment and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age.
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Critically evaluate own teaching to improve effectiveness.
- Contributing towards the development, establishment and implementation of whole school policies and procedures.
- Developing and maintaining the positive partnership with parents which actively involves them in the classroom and in their child's learning journey.
- Participating in and take an active role in training sessions, including in meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole
- Contributing and co-operating with other professional agencies as appropriate to the needs of the children.
- Undertaking professional development in order to continually develop as a teacher.
- Undertaking other duties which may be reasonably assigned by the Headteacher

Monitor, assess, record, report:

- Assessing the on-going needs of all pupils within your class or set and teaching the children according to their educational needs.
- Assessing, recording and evaluating the development and progress of all children in accordance with arrangements agreed
- Assess how well learning objectives have been achieved and use pupil level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences.
- Monitor and assess pupils' work and set targets for progress.
- Keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to SLT, governors and parents / carers as required.
- Contribute to the school self-evaluation and improvement.

Other professional requirements:

- Undertake regular training for all aspects related to safeguarding including any recent development related to Prevent duties, FGM and other key aspects of keeping children safe in education
- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant ICT skills.
- Liaise effectively with parents and governors as necessary.
- Liaise with school to ensure there is a smooth transition for the pupils across phases and year groups.
- Carry out supervision duties as appropriate.
- Support the school extra-curricular activities.
- In addition, to carry out other duties as reasonably required by the Headteacher.

Working Hours

- The core working hours for teachers are determined across the school year in accordance with the Burgundy Book and include designated time for attendance at all staff meetings and other school events for example induction days, school productions, residential trips, parent consultation evenings. Obviously you will be required to vary these hours as and when the volume and nature of the work demands this. You will be required to attend all staff training (Inset) days and to be available to work as reasonably requested by the Headteacher.

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Person Specification	Essential	Desirable
Experience:		
Experience of teaching pupils in a primary setting		✓
Evidence of measureable impact on outcomes for children, including those who are disadvantaged		✓
Innovative and creative teaching methodologies		✓
Use of technology within the classroom including iPads	✓	
Qualifications / Training:		
GCSE subject passes in English, mathematics and one science subject	✓	
Honours degree from a recognised University		✓
Qualified Teacher Status	✓	
Training in teaching phonics	✓	
Practical Skills and Competencies The Class teacher should have knowledge of:		
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) of primary age	✓	
The monitoring, assessment, recording and reporting of pupils' progress within the revised National arrangements, including knowledge of the changes in the National Curriculum	✓	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, EAL and Child Protection	✓	
The positive links necessary within school and with all its stakeholders	✓	
Effective teaching learning and assessment strategies when educating primary age pupils	✓	
Promoting innovative and creative teaching methodologies including technology	✓	
Personal Skills and Attributes Ability to:		
Promote the school's aims positively	✓	
Be patient when working with young children and their parents/carers	✓	
Be resilient in coping with the day-to-day pressures of school life	✓	
Develop good personal relationships within a school team	✓	
Establish and develop positive working relationships with parents, governors and community groups	✓	
Create an engaging and stimulating learning environment	✓	
Be flexible in response to the changing demands of a new and growing school	✓	
Work collaboratively as a team member	✓	
Show a commitment to good attendance and excellent punctuality	✓	