



“One community. Many ideas. Everyone’s future”

Class Teacher

Job Description and Personal Specification

DESCRIPTION

To work with the Headteacher of The Langley Academy Primary in all aspects of developing learning and teaching, curriculum, assessment and enrichment.

JOB PURPOSE

To be an outstanding teacher, able to provide high quality teaching and learning, to enable young children to make good progress. Assisting all pupils to develop emotional security, self-belief and mature social skills as well as ensuring all children develop a love of learning and an excitement about coming to school each day.

All class teachers are accountable for the progress that the pupils they teach make during an academic year.

JOB SPECIFICATION

You will be accountable to The Trust, working effectively with the Headteacher, Senior Leadership Team and other staff at The Langley Academy Primary.

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

Teaching and Learning

- To create a positive, caring, supportive, purposeful, innovative and stimulating environment which is conducive to children’s learning.
- To plan and teach lessons that are good or better, ensuring breadth and balance in all subjects.
- Use teaching methods which capture pupils’ interest and maintain their engagement.
- Provide opportunities to develop pupils’ wider understanding by relating their learning to ‘real-life’ through first hand learning experiences.
- Plan and implement a personalised curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- To encourage pupils’ motivation and enthusiasm, securing positive attitudes to learning and high standards of behaviour.

- Develop effective ways of overcoming barriers to learning and sustain effective teaching through the use of Assessment for Learning.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To identify clear teaching objectives, learning outcomes and success criteria with appropriate challenge and high expectations.
- To work with support staff and other teachers in the classroom to maximise learning opportunities.

Monitoring, assessment, recording, reporting and accountability

- To monitor, evaluate and review pupils' progress, achievement and attainment and ensure appropriate action plans are in place where issues are identified.
- To set clear targets for pupils' learning that builds on prior attainment.
- To be responsible for the progress of all pupils within the class, including vulnerable groups (SEND, pupil premium, EAL).
- To maintain a regular system of assessing, recording, tracking and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To promote and facilitate parental involvement in teaching and learning through a shared home/school approach.
- To liaise with colleagues across The Trust and other professionals as required.

Digital Lead

- Foster digital literacy and computational skills.
- Oversee the integration of digital technology across the curriculum, enhancing digital outcomes and embedding technology in all learning areas.
- Management and evaluation of digital initiatives like the 1-to-1 device scheme.
- Support staff and students in the effective use of technology
- Providing training and resources to ensure the successful adoption of digital tools.
- Stay informed of the latest technological trends and educational practices to continually advance the school's digital learning environment.
- Provide first line technical support in school.
- The Digital Lead will be class-based within their year group (0.6)

Safeguarding

- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To maintain good behaviour and discipline among the pupils, safeguarding their health and safety.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To support the pastoral care of pupils.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and working together in relation to child protection and safeguarding children and young people.

CPD

- To develop and improve subject knowledge and pedagogy.
- To support the Headteacher in promoting the ethos of the school.
- To participate in staff meetings.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- Contribute to and implement all school policies.
- Participate in and support the Performance Management Policy.
- Identify own professional development needs and ensure that these needs are addressed through appropriate training.

Wider Role

- Support curriculum leaders in the development and implementation of curricular and cross curricular initiative through a number of methods including, running clubs or enrichment sessions.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school specific procedures / rules that apply to this role.
- To undertake such duties as may be reasonably required by The Executive Principal or Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PERSONAL SPECIFICATION

The Arbib Education Trust is committed to safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment. In choosing a class teacher, The Langley Academy Primary will be looking for a candidate who closely matches the following:

Qualifications and experience	Essential	Desirable
Degree and QTS	✓	
A sound understanding of the KS1 or KS2 Curriculum and how to plan learning which guarantees curiosity and a love of learning	✓	
Ability to teach in KS1 or KS2	✓	
Ability to enrich learning through first-hand experiential learning	✓	
Experience of teaching Read, Write Inc phonics and Talk for Writing (full-training will be given)		✓
Able to demonstrate effective practice and approaches to teaching and learning	✓	
Able to create a stimulating learning environment	✓	
Experience in raising pupil progress		✓
Secure knowledge of assessment strategies and procedures		✓
Knowledge of current educational thinking and trends		✓
Experience of working with pupils with SEND		✓
Knowledge of Safeguarding	✓	
Evidence of continuing career development		✓

Personal Qualities and Skills	Essential	Desirable
Has passion and believes that every pupil can succeed at The Langley Academy Primary	✓	
Ability to prepare and plan effectively	✓	
Is well organised and has high expectations	✓	
Is reflective, flexible, co-operative and reliable	✓	
Able to work as part of a team	✓	
A confident communicator with good listening skills	✓	
Has a cup half full approach	✓	
Is committed to continuing professional development	✓	

Safeguarding	Essential	Desirable
<p>Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by;</p> <ul style="list-style-type: none"> treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position having regard to the need to safeguard students' wellbeing, in accordance with statutory provisions showing tolerance of and respect for the rights of others 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<ul style="list-style-type: none"> not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law 	<p>✓</p> <p>✓</p>	
Staff must have a proper and professional regard for the ethos, policies and practice of the academy and maintain high standards in their own attendance and punctuality	✓	
Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities	✓	

Health and Safety	Essential	Desirable
Be familiar with and adhere to relevant parts of the Academy's Health and Safety policy	✓	
Promote and safeguard the welfare of children and young people you are responsible for or come into contact with	✓	
Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person	✓	

