

Academies Enterprise Trust

Job Description

Job Title: Class Teacher

Location: Cottingley Primary Academy

Hours of work: Full time

Reports to: Headteacher/Deputy Headteacher

Purpose of the Role:

To ensure the effective education of children in accordance with the school's aims and policy statements agreed with the Governing Body.

Responsibilities:

Key aims:

- Take responsibility for the day to day running of a class, ensuring that every child reaches their full potential in a stimulating and active learning environment.
- To ensure excellent behaviour of children and to develop positive attitudes towards adults, peers and work.
- To establish good relationships with parents and encourage parents' involvement in their child's education.
- To offer children a broad and balanced curriculum and opportunities for active and independent learning.
- To contribute to the life of the school and follow the school ethos and vision.

Key teaching tasks:

- To plan prepare, provide and review class based activities to develop learning by all children in the class with due regard to the requirements of the new primary curriculum.
- To teach the assigned class and offer support to other teachers when needed.
- To undertake detailed observations of children, mark work in accordance to the school policy and provide effective and timely feedback to all children.



- To assess, record and report on the development, progress and attainment of all children in the class.

Other class-linked responsibilities:

- To promote the general well-being of all children in the class.
- Provide pastoral support and guidance to the children in the class.
- To record and report on the social development of the children.
- To communicate and consult with parents and be involved with parent's meetings.
- To provide written and oral reports on class members.
- To consider Health and Safety issues when on and off school premises.
- To help maintain a lively, caring and attractive class environment in line with the school's aims.

Broader professional responsibilities:

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- Work with others to develop teaching programmes and material for agreed subject areas in line with agreed curriculum requirements.
- Participate in appraisal of appraisal arrangements.
- Review teaching methods and programmes of work in line with school requirements.
- Participate in further training and development to meet school and personal needs. Participate in meetings relating to the curriculum, organisation or pastoral responsibility.
- Contribute to the development of other teaching and non-teaching staff.
- Coordinate the work of other staff as agreed.

Subject Co-ordinators will be expected to:

- Set high personal standards of teaching within the subject.
- Keep up to date with the latest subject developments and help develop the new curriculum.
- Develop the school policy and scheme of work with other staff across all age groups.
- Develop assessment, recordings and reporting procedures across all age groups.
- Moderate levels of achievement in the subject with other staff.
- Track standards in the subject.
- Monitor the quality of teaching and learning with confidence.

- Lead inset and staff discussions as agreed.
- Report to governors and parents on curriculum developments.

General

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

To ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



Person Specification

Job Title: Class Teacher

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	Qualified Teacher Status Evidence of current DBS certificate	Evidence of continuous INSET and commitment to further professional development.
Knowledge/Experience	Specific knowledge/experience required for the role	Evidence of good or outstanding teaching of primary aged children. Experience of working as part of a team and working effectively with all stakeholders. Experience of setting targets and monitoring performance in order to raise pupil achievement. Experience of the effective use of assessment and analysis in raising standards. Knowledge and understanding of the National Curriculum and other statutory requirements. Awareness of assessment procedures in the primary age range including monitoring, evaluating and	Experience of working in partnership with parents. Experience of working with pupils with Special Needs including low self esteem and challenging behaviour. Experience of working with pupils with English as an additional language. Experience of leading a curriculum subject. Awareness of latest initiatives and consultations. The management issues involved in organising and



		<p>recording of individual children's records to be used for target setting and tracking.</p> <p>A knowledge and understanding of Assessment for Learning procedures.</p> <p>Understand what is meant by safeguarding and the different ways in which children can be harmed.</p> <p>Understand and comply with child protection procedures.</p>	running an effective classroom learning environment.
Skills	Line management responsibilities	N/A	N/A
	Forward and strategic planning	N/A	N/A
	Budget (size and responsibilities)	N/A	N/A
	Abilities	<p>Ability to teach effectively within the primary age range.</p> <p>Well organised with high expectations of themselves and the children.</p> <p>Evidence of planning, organising and delivery of an appropriate curriculum for primary aged children.</p>	<p>An ability and enthusiasm for developing and leading a subject in school.</p> <p>An ability to use data tracking systems to challenge and monitor pupil progress.</p>



		<p>Ability to foster good behaviour in pupils and to model this practice to others.</p> <p>An ability to relate to and involve parents and other stakeholders in the education and welfare of children.</p> <p>The importance of providing a stimulating learning environment, both indoors and out.</p>	
Personal Characteristics	Behaviours	<p>A positive, enthusiastic approach</p> <p>Ability to work under pressure and demonstrate emotional resilience</p> <p>A commitment to learning and gaining new skills through teamwork and training opportunities.</p> <p>Effective self management skills, including time management and an ability to set and to achieve professional goals.</p> <p>Be able to reflect effectively on their practice in order to improve it.</p>	<p>Willingness to contribute to the wider school community, for example after school clubs/assemblies.</p>



		<p>Be unafraid of change and be adaptable to it.</p> <p>Understand and comply with procedures and legislation relating to confidentiality.</p> <p>Set high standards and provide a role model for pupils and staff.</p> <p>Ability and willingness to respond flexibly to changing priorities.</p> <p>Ability to create, inspire and promote a culture of high achievement for all.</p> <p>Be reliable, dedicated and committed to the pupils at Cottingley Primary Academy</p> <p>Possess personal integrity.</p> <p>Have a sense of humour and perspective.</p> <p>The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.</p> <p>To be a positive and active contributor to the life of the school.</p>	
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Special Requirements		Successful candidate will be subject to an enhanced Disclosure and Barring Service Check Right to work in the UK Evidence of a commitment to promoting the welfare and safeguarding of children and young people	
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