



## **Job Description**

<b>Job Title:</b>	Class Teacher
<b>Employment Status:</b>	Full time
<b>Responsible to:</b>	Headteacher

### **Job Purpose:**

The teacher will:

- Positively impact the lives and outcomes of our young people through the delivery of a first-class education
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### **Main Duties and Responsibilities**

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Be aware of the most effective pedagogical strategies for delivering individual lessons
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Adapt teaching to respond to the strengths and needs of pupils
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Whole-school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school and Trust's values and vision
- Make a positive contribution to the wider life and ethos of the school and Trust
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach



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### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### Professional development

- Take part in the school's appraisal procedures
- Take part in further and actively use training and development provided in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take time, where applicable, to develop own pedagogical knowledge and understanding by referencing latest research by Education Endowment Foundation (EEF), The Sutton Trust and other relevant professional bodies.

### Communication & Collaboration

- Work collaboratively with others to develop effective professional relationships in own school and across the Trust
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with other schools and colleagues within Inspire Education Trust and relevant external bodies
- Make a positive contribution to the wider life and ethos of the school and Inspire Education Trust
- Personal and professional conduct
- Uphold public trust in the profession and maintain high standards of ethics and behaviour,



within and outside school

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### **Safeguarding and Child Protection**

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

### **Other**

- Carries out any other duties as directed by the Headteacher that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate

<b>PERSON SPECIFICATION – Class Teacher Inspire Education Trust</b>		<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Qualified Teacher Status	✓	
	Evidence of continuing and recent professional development relevant to the post		✓
<b>Experience</b>	Experience of promoting positive behaviour conducive to learning and which is focused on raising standards	✓	
	Teaching in the relevant key stage and year group		✓



	Teaching in classes with high number of children with SEN and EAL needs		✓
<b>Skills and Knowledge</b>	Knowledge and understanding of current theory and best practice in learning and teaching	✓	
	Understanding of a diverse range of teaching and learning styles and techniques	✓	
	The theory and practice of providing effectively for the individual needs of all children	✓	
	Statutory National Curriculum requirements at the appropriate key stage	✓	
	The monitoring assessment, recording and reporting of pupils' progress	✓	
	The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection	✓	
	Good understanding of effective procedures for managing and promoting positive behaviour among pupils	✓	
	The positive links necessary within school and with all its stakeholders	✓	
	Latest research around effective teaching and learning strategies to maximise pupil outcomes		✓
	Develop good personal relationships within a team	✓	
	Establish and develop close relationships with parents, governors and the community	✓	
	Communicate effectively (both orally and in writing) to a variety of audiences	✓	
	Create a happy, challenging and effective learning environment	✓	
	ICT skills	✓	
	Ability to create a happy, challenging and effective learning environment	✓	
Innovative practice in using ICT/ digital technology in the classroom		✓	
<b>Classroom Management</b>	Insistence on high standards and expectations of children	✓	
	Well organised and managed classroom where children are independent	✓	
	A creative and exciting learning environment, where children's work is well displayed	✓	
	Work planned to a high standard and regular assessment of children's achievements carried out	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	



<b>Personal Qualities</b>	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
	Approachable and empathetic	✓	
	Enthusiastic, organised. Patient and resourceful	✓	
<b>Safeguarding and Child Protection</b>	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

<b>CORE COMPETENCIES</b>
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school and trust values



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Together we achieve, individually we grow

Embraces our mission "Together we achieve, individually we grow." encouraging our pupils to be the best they can be