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**Academies Enterprise Trust**

**Job Description**

**Job Title:** Class teacher (Maternity cover) – September 2019-August 2020

**Location:** Trinity Primary Academy

**Reports to:** Phase Leader / Vice Principal

**Purpose of the Role:**

To enable children to achieve to the best of their ability through high quality teaching, learning and curriculum provision.

**Responsibilities:**

Whole School

* Promote the aims of the school and implement all whole school policies proactively.
* To show commitment to the school’s equal opportunities policy and be proactive in its implementation.
* Build team commitment with colleagues both in the classroom (with TAs and LSAs) and outside the classroom (e.g. curriculum teams, phase group).
* Work positively with a wide range of cultural, ethnic and social groups.
* To actively promote and safeguard the welfare of pupils.
* To accept joint responsibility with colleagues for the school environment, especially public areas.
* To be a member of a curriculum team taking responsibility (according to experience) for aspects of development.
* To contribute and show commitment to the development of the school’s extra curricular provision.

Teaching and Learning

* Provide children with quality learning experiences delivered through quality teaching. Plan, prepare and deliver lessons within the school’s framework based on the National Curriculum, Foundation Stage Guidelines.
* Cater for the wide range of needs ensuring inclusion and success for each child. Take the lead responsibility for managing, coordinating and building on any additional support or interventions for individual children.
* Track pupil progression (individuals and groups) using available data, actively engaging in pupil progress review. Keep meaningful records and monitor performance against targets.
* To apply the principles of assessment for learning in particular giving quality feedback to children and using information gathered to inform planning.
* Use a range of strategies to ensure that children are focussed on learning including behaviour management. Proactively develop children’s socialisation skills.
* Maintain and enhance class environments to facilitate learning.
* Devise means of ensuring the efficient and responsible use of resources and equipment at all times.
* Display pupil’s work in an attractive, informative and interactive way to promote learning.

**Colleagues**

* To establish and maintain good relationships with colleagues and to model these for the pupils. Be sensitive to colleagues needs and feelings.
* Plan with and contribute to the work of year group teams.
* Communicate effectively with class teachers and teaching assistants to ensure all relevant information is shared.
* Treat all colleagues equally and collectively support new team members.

**Parents**

* To establish and maintain good relationships with parents – being honest and constructive.
* Be available to and welcome parents in a confident and professional way.

**School Development**

* Actively participate in professional development, keeping up to date with current developments in primary education. To share information and implement improvements.
* Be active as a learner within the school setting e.g. participating in peer coaching and CPD opportunities and acting on advice given.
* Participate in the appraisal of your performance and that of other staff.
* Be part of a school improvement team and with support from a team leader contribute to the team in its delivery of its Academy Improvement Plan.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the 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**

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|  | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | * Education to degree level. * Qualified teacher status. | * Evidence of continuous INSET and commitment to professional development. |
| **Knowledge/**  **Experience** | * Minimum 2 years successful teaching experience.   Thorough knowledge and understanding of:   * primary practice; * the requirements of primary curriculum and of how standards can be raised; * inclusion and how this impacts on children. | * Experience of teaching across the whole Primary age range.   Candidates should have the knowledge of:   * equal opportunities issues and the implementation of equal opportunities policy; * how to raise educational outcomes for all students. |
| **Skills** | Candidates will be expected to demonstrate the ability to:   * be a highly effective class teacher understanding how to bring about exciting and meaningful learning; * track progression and organise and implement a range of strategies to ensure a child makes progress; * communicate effectively and accurately in a variety of contexts and at the level necessary for the post; * work positively with a wide range of cultural, ethnic and social groups. | Candidates should be able to demonstrate the ability to:   * raise the standards of pupils’ attainment and secure progress towards their targets; * deal with children with warmth, care and understanding and yet set clear and appropriate boundaries for behaviour; * motivate, work with and relate positively to colleagues and parents; * work effectively as part of a team; * have excellent ICT skills to support the learning of pupils at the primary level. |
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| **Personal Characteristics** | Candidates will be expected to demonstrate that:   * s/he is highly motivated and committed; * s/he can use own initiative, set realistic goals, work towards them and monitor progress; * s/he has the desire to continue learning for themselves. | * s/he can plan, organise and prioritise workload; * s/he can communicate effectively with all stakeholders. |
| **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. |  |