Corpus Christi Federation
JOB DESCRIPTION

SERVICE AREA:	Schools	**POSITION NO:**	
SECTION:	Federation contract	**GRADE:**	MPS
JOB TITLE:	Class Teacher	**DATE PREPARED:**	September 2020
JOB HOLDER:		**REPORTING TO:**	Executive Headteacher and Governing Body

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assists in ensuring equal access to services and employment opportunities for everyone.

PURPOSE: To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

PRINCIPAL ACCOUNTABILITIES:	
1.	**Duties** **Teaching and Managing Pupil Learning** • Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. • Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources. • Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
2.	**Planning and Setting Expectations/Pupil Achievement** • Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught. • Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment. • Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).
3.	**Assessment and Evaluation** • Assess how well learning objectives have been achieved and use this assessment for future teaching. • Mark and monitor pupils' class and homework, where given, providing constructive oral and written feedback, setting targets for pupils' progress. • When applicable, understand the demands expected of pupils in relation to the National Curriculum.

4.	**Relationship with Parents and the Wider community** • Prepare and present informative reports to parents. • Provide opportunities to develop pupils' understanding by relating their learning to real examples, recognising that learning takes place outside the school context. • Liaise with agencies responsible for pupils' welfare.
5.	**Manage Own Performance and Development** • Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach. • Share corporate responsibility the implementation of school policies and practices. • Set a good example to the pupils they teach in their presentation and their personal conduct. • Evaluate their own teaching critically and use this to improve their effectiveness.
6.	**Managing and Developing Staff and Other Adults** • Establish effective working relationships with professional colleagues including, where applicable, associate staff.
7.	**Managing Resources** • Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
8.	To promote and safeguard the welfare of children and young person's in accordance with Safeguarding Children in Education under the provisions of the Education Act 2002 section 175.

GENERAL:	
1.	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2.	The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
3.	The postholder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.
4.	To promote the Council's Equal Opportunity Employment Policy.
5.	The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Council's Safety Policy and Programme. Specific details are outlined in the Departmental Safety Policy.
6.	Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

DIMENSIONS:

1. **Responsibility for Staff:**
   Teaching Assistants and other adults working within their Key Stage.
2. **Responsibility for Customers/Clients:**
   For the pupils in their care
3. **Responsibility for Budgets:**
   Curriculum budget area if applicable
4. **Responsibility for Physical Resources:**
   Requirement to ensure Health and Safety regulations are adhered to.

DECISION MAKING:
Makes decisions in connection with all the principal accountabilities listed, within current Federation policies and procedures.

ORGANISATION CHART:

Executive Headteacher / Head of School / Assistant Head of School / Class Teacher / Teaching Assistants

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:	
1.	**Qualifications – Requirement:** • Qualified Teacher Status
2.	**Knowledge – Requirement:** • A knowledge and commitment to safeguarding and promoting the welfare of children and young people. • Knowledge of the National Curriculum. • Understanding of National Frameworks related to teaching
3.	**Experience – Requirement:** • Experience working with children of a relevant age in a learning environment.
4.	**Specific Skills – Requirement:** • Excellent Literacy and Numeracy skills. • Specialist skills in a National Curriculum area. • Can use ICT effectively to support learning. • Full working knowledge of relevant policies/codes of practice/legislation. • Motivation to work with children and young people. • Very good teaching skills • Ability to relate well to a wide variety of different people in an educational setting. • Good team member

WORKING RELATIONSHIPS:

1. **Within Service Area/Section:**
   All school staff, parents, governors, the community

2. **With Any Other City Council Areas**
   Educational support staff, educational support services, other schools and educational establishments, the Council, other public services

3. **With External Bodies to the City Council**
   Community representatives

INTERPERSONAL/COMMUNICATION SKILLS:.

1. Verbal
Excellent verbal skills

2. **Written**
Excellent written skills

THINKING CHALLENGE/MENTAL DEMANDS:

High

PHYSICAL DEMANDS:

Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment)

Not applicable	X	Moderate	
Low		High	
Very High			

WORKING CONDITIONS:

Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).

Not applicable	X	Moderate	
Low		High	
Very High			

EMOTIONAL DEMANDS:

Exposure to objectionable situations over and above that normally incurred in a day to day office environment

Not applicable		Moderate	
Low	X	High	
Very High			

This Job Description conveys a full and accurate description of the job:

Signature	**Designation**	**Date**
1. CONFIRMED BY: ……,,,,……	**(LINE MANAGER)**	**……..**
2. CONFIRMED BY: ……	**(SERVICE HEAD) (OR DELEGATE)**	**……...**
3. RECEIVED & AGREED BY:	**(POST HOLDER)**	**……...**

……..*

**The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*