



**LEADING THE WAY**  
FOR GENERATIONS



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<b>Job Title:</b>	Class Teacher – permanent position
<b>Scale:</b>	MPS: M1 – M6 (£25,714 - £36,961)  An additional TLR depending upon experience.
<b>Responsible to:</b>	The Headteacher and the Trustees of the Partnership
<b>Core Purpose:</b>	The class teacher will be required to undertake such duties as may reasonably be directed by the Headteacher from those described in the current 'School Teachers' Pay and Conditions' and 'teachers standards' documents.  This job description will be reviewed regularly to reflect, or anticipate changes to the job commensurate with the salary and areas of responsibility.

### **Specific Responsibilities:**

The post holder will:

- Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below in any of the Primary Schools across the Partnership.
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. 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.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Promote the mission statement of the school within which you are appointed.
- Promote the vision and ethos of Stanley Learning Partnership as a whole.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;



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- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
  - Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
  - Report to parents on the development, progress and attainment of pupils;
  - Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;
  - Participate in meetings which relate to the school's management, curriculum, administration or organisation;
  - Communicate and co-operate with specialists from outside agencies;
  - Make effective use of ICT to enhance learning and teaching;
  - Lead, organise and direct support staff within the classroom;
  - Participate in the performance management system for the appraisal of your own performance.

### **Developing Self and Working with Others:**

- Take part in an annual staff performance review with line manager.
- Create and maintain good working relationships among all members of the Partnership community.
- Promote appropriate personal and professional development of all staff in the Trust, providing an example through their own development and practice.
- Set an example to students in work ethic, conduct, dress code, punctuality and attendance.
- Recognise own strengths and areas of expertise and use these to advise and support others within school and across the Trust.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the School complies with all current legislation.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

### **Common Duties & Responsibilities:**

#### **Quality Assurance**



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- To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.
  - To establish and monitor appropriate procedures to ensure that quality data is reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

### **Communication**

To establish and manage the team communications systems ensuring that the school's procedures, policies, strategies and objectives are effectively communicated to all employees.

### **Professional Practice**

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in the quality of its service to internal and external customers.

### **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

### **General Management (where applicable)**

To provide vision and leadership to employees within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

### **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

### **Appraisal**

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

### **Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets.

### **Induction**



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The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

### **Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to share this commitment.

#### **Safeguarding:**

Stanley Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Failure to embrace these commitments may lead to formal action being considered.

#### **Equality and diversity:**

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Stanley Learning Partnership is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Partnership's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors to Stanley Learning Partnership and the schools within it, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action being considered.

#### **Variation in the role:**

Given the dynamic nature of the role and structure of Stanley Learning Partnership, it must be accepted that as the Partnership's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.