



**William Byrd**  
PRIMARY ACADEMY

## **CLASS TEACHER**

### **JOB DESCRIPTION**



William Byrd Primary Academy is part of the  
**MIDDLESEX LEARNING PARTNERSHIP**





William Primary Academy is in Harlington the London Borough of Hillingdon. The school has served several generations of children for over 50 and is firmly established within the local community. We are a broad school drawing children from all faiths and cultures and that diversity adds real value to what we do.

We are a large, 3 form entry primary school. We offer a broad, balanced high quality education from through to Year 6.

William Byrd is part of Middlesex Learning Partnership, along with Belmore Primary Academy and Barnhill Community High School. The aim of the Partnership is for us 'Together, to achieve our very best' for our students through the delivery of high quality educational experiences, which allow them to successfully meet their full academic and creative potential.

We make every effort to ensure that our curriculum is broad and engaging, so that all students' interests, abilities and strengths are accommodated and a love of learning is fostered.

We are proud of our school and the progress we have made. We would love to share that with you. Please feel free to contact us and ask to come and see the school in action.

We are a Trust with great ambitions for the young people of Middlesex, ambitious for their futures, ambitious for their achievements and ambitious for their personal development. Students are at the heart of everything we do and our commitment to these values is unwavering.

In line with the ethos of the best schools in the country, our academies are always pushing the boundaries of learning and encouraging both students and staff to strive to reach their full potential.

Our mission is to ensure that students and pupils recognise the importance of learning and the transformative power that education has to level the playing field for all pupils and students. We want them to be equipped to flourish in a rapidly changing world and we want our staff to celebrate the priceless contributions they make to students' lives.

As a growing Trust we have harnessed the synergy that comes through schools with similar values working together. Through the work done in our Trust, our academies have all become more successful and able to offer a broader range of support, collaboration and services to all of our stakeholders. Our academies have the capacity to deliver more together, united behind our common goals, our partners and commitment to the future generations of Middlesex.



We have the highest expectations of ourselves and each other and we do not put a ceiling on achievement.

We treat everyone fairly and equally and we always embrace difference and diversity.

Kindness and respect are at the heart of what we do.

The rich and varied experiences and opportunities we offer mean that everyone will leave us better prepared for the next stage in their life journey.



## 5 GUIDING POWERS

We are **KIND** and **RESPECTFUL**

We are **RESILIENT** and learn from our mistakes

We are **CURIOUS** and **READY** to learn

We **COOPERATE** and work together

We **ASPIRE** to be the best we can be

<b>TITLE OF POST:</b>	Class Teacher
<b>GRADE:</b>	MPS + OLW
<b>PURPOSE OF POST:</b>	Be responsible for the learning and achievement of all pupils in agreed class and/or sets
<b>DATE OF APPOINTMENT:</b>	<b>September 2023 – 31<sup>st</sup> August 2024 Fixed Term Contract</b>
<b>LINE MANAGER:</b>	Year Group Leader

## JOB DESCRIPTION

### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- 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
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

### **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

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- 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 relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

**Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

**Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Head of School

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.