



Class Teacher & KS2 Lead WLFSP/ECFSP/KPA

Role Outline

Last reviewed: February 2021

Class Teacher & KS2 Lead

Role Summary

To provide a learning environment that enables all children to access the curriculum and learn to the best of their ability.

To teach our exciting and challenging curriculum, teaching consistently outstanding lessons, and promoting exceptional levels of academic development, attainment and wellbeing for all pupils.

In addition to the duties of a Class Teacher, to be responsible for providing professional leadership and management of the KS2 curriculum and staff team to secure high quality teaching and improved standards of learning and achievement for all pupils.

Time Commitment

40 hours per week, 8am-5pm, 1 hour for lunch, Monday to Friday including INSET days.

Reports to: Head of School, Senior Leadership Team

Teaching scale and salary negotiable on qualifications and experience.

Key responsibilities:

- 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.
- The Ability to work as part of a team as well as to lead.
- The ability to inspire, enthuse and motivate others, leading by example.
- The ability to communicate effectively verbally and in writing with a wide range of people including children, staff, parents, governors and external agencies.
- The ability to sustain a demanding workload, meet deadlines and promote an effective school.
- Excellent interpersonal, time management and organisational skills.
- The ability to be positive, creative, energetic and enthusiastic.
- The ability to maintain effective discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school.
- The ability to maintain confidentiality and professionalism at all times.
- The ability to lead and manage change effectively.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- Ensure that the current national conditions of employment for school teachers are met.

Leading and managing staff

- Establish constructive working relationships with your team
- Participate fully in the schools' Performance Management System

- Lead professional development through example and support

Duties

1. Implement agreed school policies and guidelines.
2. Support initiatives decided by the Executive Head Teacher and staff.
3. Plan appropriately to meet the needs of all pupils, through differentiation of tasks/having the highest expectation of every child, believing that every learner has unlimited potential for development.
4. To plan and deliver the curriculum within the framework of present school policies, both in short and long term planning structures.
5. Set clear targets, based on prior attainment, for pupils' learning.
6. To plan and resource a classroom which will encourage the development of all aspects of children's learning. In particular, to encourage children independent use of resources and involvement in their learning.
7. Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
8. To monitor children's progress, keep records and evaluate children's achievements. To set children high standards in the content and presentation of their work by the quality of your displays of that work.
9. To establish and maintain good relationships with colleagues, working as part of a team in all aspect of school development.
10. Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
11. Work in partnership with parents, carers in providing a quality education experience for all the children and report to parents on the development, progress and attainment of pupils.
12. Participate in meetings which relate to the school's management, curriculum, administration or organisation.
13. Communicate and co-operate with specialists from outside agencies.
14. Lead, organise and direct support staff within the classroom.
15. Depending on experience, lead a curriculum area or aspect.
16. Participate in the appraisal system for the appraisal of their own performance and that of other teachers.
17. Data Management.
18. Day-to-day management of all KS2 classes (staff, children and parents where required).
19. Weekly Phase Meetings.
20. Organise and deliver assemblies.

21. Carry out monitoring and ensure it has an impact.
22. Representing your Phase at Team meetings.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.

Other duties

Adapt to different situations required to provide education (i.e. providing remote learning, online marking, virtual meetings etc.).

Review

This role outline is not definitive and will be subject to regular review.

Equal Opportunities and Safeguarding

The Knowledge Schools Trust is committed to equality of opportunity and to safeguarding children. Successful candidates will be subject to an enhanced Disclosure and Barring Services check and other employment checks.


Special Note

Role Outlines are intended as reference documents which identify main responsibilities and activities.

This Role Outline may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed:

Date:

Signed: 

Executive Headteacher



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