



Academies Enterprise Trust

**Job Description**

<b>Job Title:</b>	<b>Classroom Teacher</b>
<b>Location:</b>	<b>Caldicotes Primary Academy</b>
<b>Hours of work:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Team Leader: AVP, KS2 Team leader</b>

**Purpose of the Role:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support designated curriculum areas as appropriate
- To monitor and support the overall progress and development of pupils
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential
- To contribute to raising standards of pupil attainment
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Responsibilities:**

**Duties and Responsibilities:**

- Display a high standard of professional behaviour and integrity at all times;
- Promote and develop a partnership with parents which recognises the worth of their contribution to their child's education;
- Be a role model for others - lead by example as a teacher and as a leader, setting the highest possible standard;
- Implement agreed academy policies and guidelines;
- Support initiatives decided by the Principal, Governors, Trust and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks and provision in the learning environment;
- Be able to set clear targets, based on prior attainment, for pupil's learning;
- Provide a stimulating environment, accessing both indoors and outdoors, where resources can be accessed with increasing independence appropriately by all pupils;
- Keep appropriate and efficient records, making effective use of cloud School, integrating formative and summative assessment into weekly and termly planning;
- Report to parents on the development, progress and attainment of pupils;



- Maintain good order and discipline amongst pupils, in accordance with the academy's assertive discipline rewards and behaviour policy;
- Participate in and contribute to staff / team meetings
- Communicate and co-operate with specialists from outside agencies;
- Direct support staff within the classroom;
- Maintain an up-to-date knowledge of local and national initiatives, liaise with colleagues and relevant external agencies, developing links within the AET family of schools and local partners, and provide CPD to promote staff development and improve classroom practice;
- Analyse data to determine priorities
- Work alongside Teaching, learning, assessment & Pupil Premium Team to develop classroom practice to be outstanding
- Liaise with TLA&PP Team to contribute to the writing of action plans as part of the Academy Improvement Plan;
- Participate in the arrangements for Appraisal as set out in the Academy policy

#### **Staffing:**

- To take part in the academy's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Appraisal Review process
- To ensure the effective and efficient deployment of classroom support
- To work as a member of a team and to contribute positively to effective working relations within the academy.

#### **Quality Assurance:**

- To help to implement academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed academy procedures including evaluation against quality standards and performance criteria. To seek / implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

#### **Leadership:**

- To lead a specific subject area or areas by keeping up to date with current educational practice and implementing new initiatives in the academy at the direction of the Senior Leadership Team.
- To ensure that the subject area is adequately resourced
- To prepare a subject action plan



- To analyse the attainment data for the subject area and report back to the Senior Leadership Team with areas for development and strategies to address these

**Communication:**

- To communicate effectively with the parents of pupils as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the academy
- To follow agreed policies for communications in the academy.

**Marketing and Liaison:**

- To take part in liaison activities such as open afternoons, consultation events, Review Days and liaison events with partner academies.
- To contribute to the development of effective subject links with external agencies

**Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the subject leaders to identify resource needs and to contribute to the efficient / effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, and the students.
- Organising the classroom and learning resources to create a positive learning environment

**Other specific duties:**

- To play a full part in the life of the academy community
- To comply with the academy's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by the Principal not mentioned in the above

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**



1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of 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
  
6. 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.
7. 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: Classroom Teacher**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"><li>• Degree or relevant professional qualification with QTS.</li><li>• Record of recent and relevant in-service training.</li><li>• Willingness to further own professional development.</li></ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"><li>• Proven record of effective teaching and classroom management.</li><li>• Experience of teaching in at least one key stage.</li><li>• Knowledge of the National Curriculum or Foundation Stage Curriculum.</li><li>• Experience of effective assessment procedures.</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching in two key stages.</li><li>• Experience of target setting and subject leadership.</li><li>• Preparation and administration of statutory national tests and implication of Teacher's Assessment on making accelerated progress.</li></ul>
<b>Skills</b>		<ul style="list-style-type: none"><li>• Team player and committed to team building.</li><li>• Ability to plan for the use of additional adult support.</li><li>• Ability to prioritise, use initiative and good time management.</li><li>• High standard of presentation skills.</li><li>• IT literate with experience of a range of teaching aids.</li><li>• Aware of current primary educational initiatives and issues.</li></ul>	<ul style="list-style-type: none"><li>• Able to use any adults supporting learning in a creative and inspirational way.</li><li>• Knowledge of positive Behaviour Strategies</li></ul>
<b>Qualities</b>		<ul style="list-style-type: none"><li>• Approachable to all members of the school community and committed</li></ul>	



		<p>to communicating with the wider school community.</p> <ul style="list-style-type: none"><li>● Ability to assist in the effective management of change.</li><li>● Willingness to support strong links with parents/carers and governors.</li><li>● Good organisational skills and enthusiastic about child led learning.</li></ul>	
<b>Philosophy of Education</b>		<ul style="list-style-type: none"><li>● A clear commitment to inclusion.</li><li>● A determination to 'personalise' learning to meet the needs of <u>all</u> pupils.</li><li>● A child centred approach.</li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>● Right to work in the UK</li><li>● Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	