## Class Teacher

## Job Description and Person Specification

**Job Title:** Class Teacher

**Hours:** 8:30 – 4:30 Monday – Thursday 8:30 – 4:00 Friday

**Salary:** DOE

**Duration:** Permanent

**Responsible to:** Executive Principal & Head of School

## Key Role Purpose:

* Carry out the duties of this post in line with the school policies.
* All teachers are required to carry out the duties of a school teacher as set out in the current Teacher Standards. Teachers’ performance will be assessed against the Standards as part of the appraisal process as relevant to their role in the school.
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the Teacher’s Standards.
* Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
* Be responsible and accountable for achieving the highest possible standards in work and conduct.
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

## Leadership & Management

* Shaping the Future
* Managing the Organisation
* Securing Accountability

## Teaching, Learning & Outcomes

* Leading Teaching & Learning
* Assessment
* Behaviour & Safety

## Professional Partnerships

* Strengthening Learning Community and Collaboration

## Personal & Professional Development

* Shaping Self and Others
* Actively engage with a full range of CPD opportunities, particularly those that relate to the advancement of SfIT and the development of personal leadership qualities

## Other Professional Duties

* Undertake any other duties as may be required from time to time as directed by the Executive Principal.

## Leadership & Management

* Deploy learning 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
* Where appropriate lead on a subject area or phase across the school
* 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 required
* 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

## Teaching, Learning & Outcomes

* 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 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 including the correct use of spoken English (whatever your specialist subject)
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
* 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

## Behaviour & 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 by the Principal & Head of Site
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## Professional Partnerships & Strengthening Community

* 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
* 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
* Support the development of collaborative approaches to learning within the school and beyond.
* Work collaboratively with others to develop effective professional relationships

## Personal & Professional Development

**Shaping Self and Others**

Actively engage with a full range of CPD opportunities, particularly those relating to :

* Develop Self and Others. Engage in ongoing relevant professional self-development through regular coaching/supervision sessions.
* Keep abreast of local and national initiatives, guidance and legislation that relates to SEN, alternative provision and education as a whole with a view to implementing and developing as necessary.
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
* Support the induction of staff new to the school and those being trained within the school as appropriate.
* Fulfil wider professional responsibilities
* 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

## Other Professional Duties

* Undertake any other duties as may be required from time to time as directed by the Executive Principal.
* Represent the company positively at any local/regional or national events.
* Work flexibly to secure all the job requirements are met whilst maintaining appropriate work:life balance.