



Job Description for Class Teachers

Stratford Upon Avon Primary School

Post:	Class Teacher
Responsible to:	Headteacher
Salary:	TMS 1 – 6b
Location:	Stratford Upon Avon Primary School
Working Pattern:	Full time
Disclosure Level:	Enhanced

Main Purpose

To provide the highest quality of education, care and preparation for life for all pupils in the academy in accordance with the Teacher Standards (indicated in brackets through the rest of this document in *italics*).

Duties & Responsibilities:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Specific Responsibilities:

- To participate with the Headteacher and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses.
- To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress;
- To share in the preparation and delivery of SMSC and promotion of British Values elements across the curriculum.
- Employ a variety of interactive teaching methods appropriate to the age and ability of each individual pupil to promote a love of learning and children's intellectual curiosity.
- Impart knowledge and develop understanding through effective use of lesson time.
- To maintain an up to date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice.
- Demonstrate an understanding of and take responsibility for promoting high standards of English, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis according to the academy homework policy.
- To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities.
- To fully incorporate the teaching of skills including English and maths and communication into subject delivery.
- Be aware of the school's safeguarding systems and policies and adhere to their requirements. (Part 2) and fulfill the statutory duty to report safeguarding/child protection concerns, radicalization and child sexual exploitation and female genital mutilation.

Management and Assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.

- Be accountable for pupil attainment, progress and outcomes.
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- To register each class using the electronic registration system according to school procedures.
- To take responsibility for the safe keeping of electronic storage, laptops, tablets used for professional purposes.
- To keep appropriate records and to complete assessments and profiles of students as required
- To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience.
- To monitor and control the use and storage of teaching materials, books and equipment.
- To supervise the use and care of the schools fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.

Communications and Meetings

- Communicate effectively with parents with regard to pupils' achievements and well-being.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- To alert Headteacher, and other staff to problems arising with individual students in accordance with whole-school policies.
- To participate actively in meetings with colleagues and parents.
- To attend professional development sessions and working parties related to new initiatives in teaching and learning.

Finance

- To assist in seeking ways of deploying resources to the maximum benefit of the pupils.
- To ensure that equipment, books and premises are maintained in accordance with academy policies.

General Duties

- To adhere to the policies and procedures of the school and academy.
- To carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teacher Standards.
- To share in the corporate responsibility for the development and well-being of all pupils.
- To share in the corporate responsibility for the development of E Learning, the innovative use of ICT and Enterprise activities as laid out in the Vision for the Community Academies Trust.
- Make a positive contribution to the wider life and ethos of the school.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the Community Academies Trust community based on mutual respect between pupils and staff.
- To take a pro-active part in the academy's performance management system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning in the academy.
- To take reasonable care of one's own health and safety and that of others and inform the Facilities Manager/Site Manager of any concerns with regard to health and safety.

Ethos

Promoting the ethos of the Community Academies Trust, as expressed in the vision and values, is a shared responsibility to which teaching staff make a significant contribution.

Upper Pay Scale Teachers will also be expected to:

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

- Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- Promote collaboration and work effectively as a team member.
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty –

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Headteacher: _____ (signature) _____ (date)

Teacher: _____ (signature) _____ (date)