

Job Description

Role: *Class Teacher* Salary Range: *MPS plus TLR for those with Leadership responsibility*
Start: *September 2019* Review Date: *July 2020*

Core Responsibilities

- *Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).*
- *Be a creative practitioner, working within a team to support the development of the academy's vision for educational excellence.*
- *Plan and prepare pupils' work and lessons within the parameters laid down by the Planning Policy and academy schemes of work.*
- *Differentiate work so that the needs of all children are met.*
- *Provide guidance and advice to pupils on educational, social and moral matters.*
- *Be prepared to take responsibility for an extra-curricular activity.*
- *Keep the Headteachers informed of issues arising / affecting the staff and wider school community.*
- *Generate an atmosphere of focus, drive and high expectations within your classroom.*
- *Advise and support, and hold to account, support staff in your team.*

General

- *Promote the agreed vision of the STEP Academy Trust.*
- *Be committed to raising standards of achievement.*
- *Provide a safe, welcoming, organised, creative and interesting learning environment.*
- *Be aware that each child has a right to equal opportunities and equal access to the curriculum.*
- *Implement all the policies agreed by the STEP Academy Trust.*
- *Maintain high expectations and insist the children always produce their best.*
- *Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere.*
- *Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.*
- *Work collaboratively with colleagues in a team, setting high professional standards.*
- *Take an active part in the life of the school.*
- *Keep notes on matters relating to your class including: interactions with parents and incidents involving children. Notes should be dated and key points outlined.*
- *Write and proof read end of year reports for your class, ensuring high standards of written English.*

Evaluation, Assessment and Record Keeping

- *Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.*
- *Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.*
- *Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.*
- *Set regular ambitious yet achievable targets for the children.*

Other Responsibilities

- *Participate in scheduled meetings, including a weekly team meeting.*
- *Participate in duty rosters, including taking assemblies, lunch and playtime duties.*
- *Participate in the school's arrangements for performance management and other professional development activities.*
- *Facilitate the training of students as required.*
- *Safeguard the health and safety of all children.*
- *Understand that the opening of a new Academy, with fewer members of staff, requires an "Everything is my job" attitude.*

For teachers M3 and above:

- *Take responsibility for a subject area, or Academy priority area, in line with the Academy's pay and conditions policy.*

Signed: _____

Date: _____

Personal Specification

Position: Class Teacher/EYFS/KS1/KS2

<i>Qualifications and Experience</i>					
<i>Essential</i>		<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
1	<u>DFE recognised Qualified Teacher Status.</u>	<u>Experience in EYFS, KS1 or KS2</u>	✓		
2	<u>Recent relevant training.</u>		✓	✓	

<i>Abilities and Skills</i>					
<i>Essential</i>		<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
3	<u>Ability to plan, organise and prioritise work in order to meet deadlines.</u>		✓		
4	<u>Effective behaviour management skills; ability to develop excellent relationships.</u>		✓	✓	✓
5	<u>Ability to communicate effectively with all members of the school community.</u>			✓	✓
6	<u>Ability to identify and implement successful inclusion strategies for all children.</u>		✓		✓
7	<u>Ability to promote a positive school ethos.</u>		✓	✓	✓

<i>Knowledge and Understanding</i>					
<i>Essential</i>		<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
8	<u>Able to track and interpret class performance data, identifying areas for improvement.</u>		✓	✓	
9	<u>Excellent understanding of curriculum and pedagogical issues, including recent developments within the EYFS phase.</u>		✓	✓	✓
10	<u>Understanding of innovative and creative strategies that enable children to make excellent progress.</u>			✓	✓
11	<u>Thorough understanding of and commitment to equality of opportunity.</u>		✓	✓	
12	<u>Knowledge of safeguarding and child protection issues.</u>		✓	✓	

<i>Personal skills and attributes</i>					
<i>Essential</i>		<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
13	<u>Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.</u>		✓	✓	
14	<u>Ability to work independently and on own initiative; take responsibility for own professional development.</u>		✓	✓	

<i>Other Requirements (Leadership Responsibilities)</i>					
<u>Essential</u>		<u>Desirable</u>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
<u>15</u>	<u>Ability to lead, motivate and influence others effectively</u>		✓	✓	
<u>16</u>	<u>Middle management experience</u>		✓	✓	
<u>17</u>		<u>Experience of leading a curriculum subject</u>	✓	✓	
		<u>Successful planning and implementing a whole school initiative</u>	✓	✓	