

|  |  |
| --- | --- |
| **Post title** | Class Teacher |
| **School:**  **Salary and grade:** | Holley Park Academy  Main pay scale range in line with the current School Teachers’ Pay and Conditions Document |
| **Line manager/s:** | The Executive Headteacher, members of the Senior Strategic Leadership Team (SSLT) and the Governing Body |
| **Supervisory responsibility:** | The postholder may be responsible for the deployment and supervision of the work of Teaching and Curriculum Support Assistants relevant to their responsibilities |

# **Main purpose of the job:**

* 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 pupils, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012)
* Take responsibility for promoting and safeguarding the welfare of children, young people and staff within the school

# **Duties and responsibilities**

All teachers are required to carry out the duties of a school teacher as set out in the current [*School Teachers Pay and Conditions* *Document*](https://www.education.gov.uk/publications/)*.* Teachers should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

## Teaching

* 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, including those with special educational needs; disabilities; gifted and talented; EAL 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
* 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 pupils’ 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
* Participate in arrangements for examinations and assessments within the remit of the School Teachers’ Pay and Conditions Document

## **Behaviour and 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 pupils
* Carry out playground and other duties as directed and within the remit of the current School Teachers’ Pay and Conditions Document
* Promoting and safeguarding the welfare of children and young people that they are responsible for within the school or come into contact with, raising any concerns following school protocol/procedures
* To comply with the Trust’s health and safety policy and regulations and undertake appropriate risk assessments

## **Team working and collaboration**

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the pupils, curriculum or organisation of the school including pastoral arrangements and assemblies
* 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
* Cover for absent colleagues within the remit of the current School Teachers’ Pay and Conditions document

## **Fulfil wider professional responsibilities**

* Work collaboratively with others to develop effective professional relationships
* Deploy 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
* Comply and carry out duties with full regard to the latest policies and procedures including, Equal Opportunities Policy, Code of Conduct, KCSIE and Guidance for safer working practice for those working with children and young people in education settings
* Comply with the principles of Freedom of Information Act 2000 in relation to the management of Trust records of information

### **Administration**

* Register the attendance of and supervise pupils, before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers’ Pay and Conditions Document
* To act in compliance with Data Protection Laws and Policies in respect of privacy of personnel information held by the Trust

#### **Professional development**

* 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
* To engage proactively and participate with arrangements made in accordance with the performance management (Appraisal Regulations 2012)

**Other**

* To 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
* Perform any reasonable duties as requested by the Executive Headteacher and/or SSLT

**The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.**

**The post holder must act in compliance with date protection principles in respecting the privacy of personnel information held by the council.**

**The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.**

**The post holder must carry out their duties with full regard to the Academy/Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy/Council Policies.**

**The post holder must comply with the Academy/Council’s Health and Safety rules and regulations and with Health and Safety legislation including safeguarding policy and procedures**