



## Job Description

**Post Title:** Class Teacher

**Location:** Victoria Primary Academy

**Reporting to:** Principal

**Salary:** MPS

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### Purpose of the Role

To be responsible for carrying out the duties set out in the School Teachers' Pay and Conditions Document, as directed by the Leadership Team.

### Consultation

In carrying out these duties, to consult, where appropriate, with the relevant senior manager, the staff in school, parents and carers, pupils and the wider community.

### Areas of responsibility and key tasks

#### A) Planning, Teaching and Class Management - To:

teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest and participation;
- setting appropriate and demanding expectations with a clear appreciation for national expectations by the end of KS1;
- setting clear targets, building on prior attainment and communicating clearly with pupils, support staff, other teachers in the setting and parents;
- identifying vulnerable pupil groups (SEN, EAL, FSM, HA pupils) and taking a pro-active approach to ensure accelerated progress;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- monitoring and developing effective intervention to ensure good learning and pupil progress;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating their own teaching critically to improve effectiveness and respond positively to lesson observation feedback and suggestions for further development;
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively;
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- making effective use of additional adults in the classroom to support learning;
- using a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
  - select appropriate learning resources and develop study skills through books, visual props, audio visual clips, I.C.T. and other sources.

## **B) Monitoring, Assessment, Recording, Reporting – To:**

- assess how well learning objectives have been achieved and use formative and summative assessment to tailor specific aspects of teaching to secure learning;
- mark and monitor pupils' work daily and set and communicate targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

## **C) Other Professional Requirements – To:**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- take on any additional responsibilities which might from time to time be determined;
- engage in collaborative working with colleagues and actively embrace opportunities for further professional development.

## **Standard Duties in all Trust Job Descriptions**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required

## **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively as part of a team or teams, delivering high quality support. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, offering guidance and information in accordance with Trust guidelines, policies and procedures when requested and contributing to the maintenance of the Trust environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

## **Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

## **DBS Certificate**

All staff are required to submit a disclosure via the Disclosure and Barring Service (DBS) which will detail any previous criminal convictions, together with other information as appropriate, which the police deem relevant in connection with the position to be undertaken.