

Class Teacher (MPR - UPR) JOB DESCRIPTION

Contract:	Permanent
Hours:	Full time/part time
Salary:	M1-UPR ₃
Reporting to:	Headteacher
Responsible for:	Pupil Support Assistant

Main purpose of the role

Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
Meet the expectations set out in the Teachers' Standards.

Duties and Responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes (and or pupil groups), following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.
- Provide or contribute to reports, references and oral or written assessments of individual pupils or groups of pupils, for internal purposes, parents or for outside agencies.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the Trust's and school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure coordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Safeguard pupils' health and safety both when they are on the school's premises and engaged in authorised activities elsewhere.
- Participate in the supervision of pupils at breaktime excluding the midday break.
- Supervise pupils before and after school sessions, as stated in school guidance as part of directed time.
- Ensure health and safety policy is followed, reporting concerns to the office manager, site manager or senior leaders.

Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.

- Take part in the appraisal and professional development of others, where appropriate.
- If undertaking an induction or probationary period, participate in arrangements for supervision and training.
- Participate in staff meetings and professional development relating to curriculum, pastoral care, administration or organisation outside school hours as part of directed time.
- Keep up to date with new DfE guidance, policies, and maintain own subject knowledge.

Communication

- Communicate effectively with pupils, parents and carers encouraging a positive home-school relationship and assist parents in identifying how to support pupils' learning at home.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Advise and cooperate with other teachers and leaders on the preparation and development of the curriculum, teaching materials and programmes, methods of teaching and assessment and pastoral arrangements.
- Participate in collaborative planning, timetabling and teaching as required.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behavior, within and outside school, and online.
- Have proper and professional regard for the ethos, policies and practices of the Trust and school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- Supervise the work of students or work experience pupils as required, including contribution to written reports.
- Manage the work of voluntary assistants, including parents, in the classroom.

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Contribute to the recruitment and professional development of other teachers and support staff.
- Deploy resources delegated to them.
- Ensure proper care, maintenance, and responsible use of resources and school property, alongside deployment.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Working time

- Available for work for 190 pupil days and at least 10 training days (pro rata)
- Required to perform duties as above, specified at times and places by the Headteacher for 1265 hours in the school year (pro rata)
- Work reasonable additional hours as may be needed to discharge professional duties, the amount of time for which shall not be specified by the employer
- Present on site, at least 10 minutes before the start of the morning session and after the end of the school day, with 5 minutes before and after each lunchtime (known as *buffer time*)
- PPA time provided in units of not less than 30 minutes, as 10% of actual teaching time (i.e. not including: *buffer time* at the start and end of each session; registration; collective sessions such as assemblies or lunchtime)

Other areas of responsibility

- Undertake such duties at the discretion of the Executive Headteacher, Headteacher, Head of School or the Deputy Headteacher as may reasonably be required by the changing needs of the school.
- Contribute to the work of the Trust through partnership working
- Upper pay range teachers are expected to be highly competent in all elements of the relevant standards and make achievements and contributions to the whole school that are substantial and sustained.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review

Signature of Teacher:	Signature of Headteacher
Date:	Date:

**Class Teacher (MPR-UPR)
PERSON SPECIFICATION**

Method of Assessment (M.O.A.)

A.F = Application Form; I = Interview; T = Test or Exercise; P = Presentation

	CRITERIA	ESSENTIAL / DESIRABLE	M.O.A.
QUALIFICATIONS	Qualified teacher status Degree Successful primary teaching experience	E E E	AF, I AF, I AF, I, T, P
KNOWLEDGE AND SKILLS	Knowledge of the National Curriculum Knowledge of effective teaching and learning strategies A good understanding of how children learn Ability to adapt teaching to meet pupils' needs Ability to build effective working relationships with pupils Knowledge of guidance and requirements around safeguarding children Knowledge of effective behaviour management strategies Good ICT skills, particularly using ICT to support learning	E E E E E E E E	AF, I, T, P AF, I, T, P AF, I, T, P AF, I AF, I AF, I AF, I, T, P AF, I AF, I, T, P
PERSONAL QUALITIES	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school High expectations for children's attainment and progress Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality	E E E E E	AF, I AF, I AF, I AF, I AF, I