

Job Description – Class Teacher Wixams Tree Primary Academy

NAME:	
POSITION:	<i>Class teacher</i>
REPORTS TO:	<i>Headteacher and Governing body</i>
SUPERVISORY RESPONSIBILITY	<i>Responsible for supervising and deploying teaching assistants allocated to work with you. Carryout playtime supervision as required</i>
SALARY and GRADE Main scale	<i>Standard national scale in line with current School Teachers' Pay & Conditions</i>
CURRICULUM RESPONSIBILITY	<i>We have a range of curriculum responsibilities available to the successful applicants which will build upon their strengths or allow continued professional development.</i>

KEY PURPOSE OF THE JOB

- *To work in close partnership with the Headteacher, Deputy, Staff, Governors, Parents and External Agencies, following agreed whole school policies, to achieve the school vision and promote the school ethos*
- *To ensure the highest possible quality of education, range of educational opportunities and standards of attainment, providing equality of opportunity for all*
- *To be responsible for promoting and safeguarding the welfare of pupils within the school*

DUTIES AND RESPONSIBILITIES OF CLASS TEACHER

All teachers are required to fulfil the 2012 Teachers' Standards in line with the appropriate Career Level Profile.

All teachers are required to carry out the duties of a class teacher as set out in the current School Teachers' pay and conditions

TEACHING AND LEARNING

(See Teachers' Standards 2012.for detailed breakdown of expectations)

- *Meet expectations of teaching at appropriate career level profile.*
- *Set high expectations which inspire, motivate and challenge pupils*
- *Promote good progress and outcomes by pupils*
- *Demonstrate good subject and curriculum knowledge*
- *Plan and teach well-structured lessons*
- *Adapt teaching to respond to the needs of all pupils*
- *Make accurate and effective use of assessment*
- *Employ teaching and learning strategies which promote independent learning, provide opportunities for first-hand experience and use a cross curricular approach to the curriculum.*

DEVELOPMENT AND WELLBEING OF WHOLE CHILD

- *Manage behaviour effectively to ensure a good and safe learning environment (see standards)*
- *Be responsible for promoting and safeguarding the welfare of all children, including raising concerns with the Designated Person.*
- *Ensure the care and well-being of all children in an environment where each child is valued*
- *Monitor and record pastoral aspects of development including informing parents of issues concerning well-being.*

PROFESSIONAL RESPONSIBILITIES

- *Make a positive contribution to the wider life and ethos of the school*
- *Responsibility for a curriculum area*
- *Be committed to supporting extra-curricular activities*
- *Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.*
- *Deploy support staff effectively*
- *Be responsible for the content and organisation of cover sessions*
- *Communicate effectively with parents with regard to pupils' achievement and wellbeing*
- *Liaise with all stakeholders as necessary and participate in meetings as arranged*
- *Work collaboratively within teams and partnerships, contributing effectively to the development of the school.*

PROFESSIONAL DEVELOPMENT

- *Participate fully with arrangements made in accordance with the revised Performance Management Regulations 2012.*
- *Regularly review the effectiveness of your teaching and assessment procedures and their impact on pupils' progress, attainment and wellbeing, refining your approaches as necessary.*
- *Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues*
- *Participate fully in training and development opportunities identified and offered by the school, keeping abreast of current thinking and sharing with other staff all significant developments*

PARTICULAR DUTIES

- *Undertake any other reasonable and relevant duties requested by the Head Teacher in accordance with the changing needs of the school.*

KEY ORGANISATIONAL RESPONSIBILITIES

- *Enactment of Health and Safety requirements and initiatives as directed and as outlined in school policies*
- *Full compliance with Safeguarding procedures*
- *Full compliance with Data Protection legislation and confidentiality procedures*
- *Operate at all times in compliance with the School's Equal Opportunities Policies*

CURRICULUM RESPONSIBILITIES:

- *Carry out the practical duties necessary for the effective running of the area, including ensuring adequate resources, liaising with staff, parents and external bodies as required.*
- *Monitor and evaluate the effectiveness of provision throughout the school*
- *Maintain a clear action plan for development, including identifying costs for resources and development.*
- *Lead initiatives to develop and improve the area, contributing to the School Development Plan where appropriate*
- *Organise CPD for your area as appropriate*
- *Keep the head teacher and governors abreast with your curriculum area.*

NOTE

The School Teachers' Pay and Conditions Document and the Teachers' Standards give details of the role and professional responsibilities of the teacher. This overview should be read in conjunction with

these documents. The job description is subject to annual review, however it may be amended at any time in consultation with the post holder.

Wixams Tree Primary Academy

Job title	Phase Lead
Job description	Class Teacher, Phase Leader and Middle Leadership Team member
Salary Scale	Competitive
Responsible to	Assistant Headteacher
Responsible for	Teachers and support Staff in Phase
Line managed by	Assistant Headteacher

Purpose of Job

1. To carry out the duties of a school teacher as set out in 2015 School Teachers' Pay and Conditions Document.
2. To support, hold accountable, develop and lead the phase team in order to secure high quality teaching, the effective use of resources, and high standards of learning and achievement for all pupils.
3. To be a member of the Middle Leadership Team and make a significant contribution to the strategic development and direction of the school.

Phase Leader

The Phase Leader will work in partnership with the Senior Leadership Team to ensure high quality education for all pupils at Wixams Tree Primary Academy and an excellent standard of learning and achievement for all.

The main responsibilities for this post are:

- To work with the SLT to secure progress for all pupils particularly in your phase.
- To support, develop and coach teaching and learning across your year groups, so that there is consistently good or better teaching across the phase.
- To lead and co-ordinate assessment across your phase.
- To support the day to day leadership in school.
- To act as point of contact between stakeholders across your phase.
- To actively support the development of behaviours for learning across your phase.

The Phase Leader will also have key accountabilities for:

Knowledge and Understanding

- What constitutes high quality educational provision and strategies for raising standards and outcomes all pupils across the key stage.
- How to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership.

Strategic Leadership

- Help develop a highly effective Phase team through effective systems.
- Maintain an ethos and provide educational vision and direction which secures outstanding teaching and learning which leads to outstanding outcomes for pupils in the phase.
- Be able to present a coherent and accurate account of the pupil's performance and other self-evaluation evidence in a form appropriate to a range of audiences, including governors, the local community, Ofsted and others.
- Lead by example, provide inspiration and motivation to your teams. Embody for the pupils, staff, governors and parents the vision, purpose and leadership of learning in your phase.
- Ensure that all teaching staff and non-teaching staff are committed to the school's aims, and are accountable in meeting long, medium and short-term objectives to secure school improvement, and targets which secure the educational success of all children in the phase.

Planning and Setting Expectations

- Lead and manage the creation and implementation of a Phase Action plan, with particular emphasis on improving the quality of teaching, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, and securing school improvement.
- Have high expectations of all pupils and staff.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Assessment and Evaluation

- To work with the Senior Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- To contribute to the School Evaluation Form.
- Work with other lead professionals to ensure the use of comparative data, together with information technology about pupils' prior attainment, to establish benchmarks and set targets for improvement.
- Use this information to form monitoring feedback to inform addressing areas for improvements.

Relationship with Parents and the Wider Community

- Ensure that parents are well-informed about their child's attainment and progress.
- To develop an effective partnership with parents and help them understand how they can support their child's learning and personal development.
- Involve parents in the learning process through workshops and events.

Managing and Developing Staff

- Lead professional development of staff through example, creating strong team work.
- Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate.

Managing Resources

- Manage, monitor and review the range, quality and quantity of all available resources in order to improve pupils' achievements, ensure efficiency and secure value for money.

Managing Own Performance and Development

- Participate in arrangements for Appraisal and take responsibility for own professional development.
- Prioritise and manage own time effectively.
- Work under pressure and to deadlines.
- Sustain own motivation and that of other staff in their phase.

Other duties and Responsibilities

- To ensure the safeguarding of pupils.
- Other duties that the Headteacher may from time to time ask the post holder to perform.

Class Teacher Responsibilities

1. To teach a class at any level throughout the school.
2. To be a committed and active member of the staff team and school community.
3. To share the planning within a specified year group and to prepare and evaluate activities that lead to the effective education of the pupils in your charge, through half-termly, weekly and daily plans.
4. To liaise effectively with appropriate teachers when providing cover for your class, including supply cover for course attendance and PPA release.
5. To maintain effective records of pupil progress of the assigned class, including groups and individual pupils, using Pupil Asset, teacher assessment and any other agreed system.
6. To ensure the good behaviour of all pupils in the school, supporting whole school procedures, especially those in your care.
7. To be committed to the maintenance of high standards and equality of education throughout the school.
8. To follow the agreed school procedure for the display and presentation of pupils' work, ensuring that appropriate support staff are briefed fully regarding the presentation of displays.
9. To meet and inform parents of their children's progress, attitudes, attainment and targets through formal and informal meetings, both before, during and after school.
10. To promote the vision, aims and values of the school and to contribute to their development.
11. To play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policymaking.
12. To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities (such as work and planning samples, moderation etc).
13. To implement all school policies, promoting equal opportunities for all.
14. To undertake any other particular duty reasonably assigned by the Headteacher.

Signed:	
Date:	

**Person Specification – Class teacher
Wixams Tree Primary Academy**

All candidates must be able to meet the professional standards for teachers

Essential	
Qualifications	<ul style="list-style-type: none"> • <i>Educated to degree level</i> • <i>Qualified teacher status</i> • <i>Evidence of commitment to own Professional Development</i>
Professional knowledge, understanding, skills and attributes	<p><i>Have a thorough understanding of:</i></p> <ul style="list-style-type: none"> • <i>statutory National Curriculum requirements at the appropriate key stage</i> • <i>statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Safeguarding</i> • <i>the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)</i> • <i>demonstrate a sound knowledge of effective teaching and learning strategies, effective planning and record keeping procedures</i> • <i>knowledge of monitoring, assessment, recording and reporting of pupils' progress</i> • <i>be able to create a stimulating, interesting and effective learning environment, which promotes high standards of behaviour and work</i> • <i>be aware of the needs of children from diverse ethnic and cultural backgrounds, including those of whom English is an additional language and know how to meet those needs</i> • <i>be able to work with colleagues and eagerness to further develop</i> • <i>be able to communicate clearly and effectively, both orally and in writing;</i> • <i>show commitment, enthusiasm and energy for raising pupils' achievement</i>
Personal qualities	<p>To be:</p> <ul style="list-style-type: none"> • <i>approachable and committed</i> • <i>self-motivated and able to motivate others</i> • <i>well-organised and act calmly under pressure</i> • <i>flexible, embracing change and able to make quick responses</i> • <i>discrete, confidential and highly professional in all aspects of the job</i> • <i>able to demonstrate good health and a good attendance record</i>
Desirable	
Professional knowledge, understanding, skills and attributes	<ul style="list-style-type: none"> • <i>Previous experience of subject leadership</i>