



# Job Description

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**Job Title:** Class Teacher

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**Location:** St Clare's School

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## Job Description

<b>Job Title</b>	Teacher
<b>Location:</b>	St Clare's School, Derby
<b>Reporting to:</b>	Senior Leadership Team
<b>Salary Scale:</b>	M1 / UPS3

### Main purpose of Role

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher.

### Principal Accountabilities:

<b>Planning, Teaching and Class Management</b>	<p><b>Teach allocated pupils by planning their teaching to achieve progression of learning through:</b></p> <ul style="list-style-type: none"> <li>Identifying clear learning objectives and specifying how they will be taught and assessed</li> <li>Setting tasks which challenge pupils and ensure high levels of interest</li> <li>Setting appropriate and demanding expectations</li> <li>Setting clear targets, building on prior attainment</li> <li>Providing clear structures for lessons maintaining pace, motivation and challenge</li> <li>Making effective use of assessment and ensuring coverage of the National Curriculum / Early Years programmes of study</li> <li>Ensuring effective teaching and best use of available time</li> <li>Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work</li> <li>Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught</li> <li>Evaluating own teaching critically to improve effectiveness</li> <li>Ensuring the effective and efficient deployment of classroom support</li> <li>Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively</li> <li>Making and maintaining attractive, well displayed, well resourced, carefully organised and effective learning environments in the classroom and shared areas</li> </ul>
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<p><b>Monitoring, Assessment, Recording and Reporting</b></p>	<ul style="list-style-type: none"> <li>• Assess how well learning objectives have been achieved and use this assessment to improve specific aspects of teaching</li> <li>• Mark and monitor pupils' work and set targets for progress</li> <li>• Assess and record pupils' 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</li> <li>• Prepare and present informative reports to parents, including termly IEPs</li> </ul>
<p><b>Curriculum Development</b></p>	<ul style="list-style-type: none"> <li>• Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance</li> <li>• Contribute to the whole school's planning activities.</li> </ul>
<p><b>Other Professional Requirements</b></p>	<ul style="list-style-type: none"> <li>• Have a working knowledge of teachers' professional duties and legal liabilities</li> <li>• Operate at all times within the stated policies and practices of the school</li> <li>• Know subject(s) or specialism(s) to enable effective teaching</li> <li>• Establish effective working relationships and set a good example through their presentation and personal conduct</li> <li>• Endeavour to give every child the opportunity to reach their potential and meet high expectations</li> <li>• Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students</li> <li>• Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school</li> <li>• Take responsibility for own professional development and duties in relation to school policies and practices</li> <li>• Liaise effectively with parents and governors</li> </ul>
<p><b>Professional Expectations</b></p>	<ul style="list-style-type: none"> <li>• All staff are required to uphold professional standards as outlined in the Esteem Professional Behaviours Framework (Code of Conduct) Trust-wide and school level Policies.</li> <li>• Staff are expected to participate in Performance management process.</li> </ul>

### **Clarification of Teachers' professional duties**

This job description should be read with Part XII of the Teachers Pay and Conditions Document. All teachers should act under the reasonable direction of the head teacher, and carry out the particular duties assigned to them. All teachers are responsible for planning, preparation, assessment, recording and reporting on progress and attainment. They receive 10% release time against their timetabled teaching commitment, for planning, preparation and assessment, and this time may not be taken by the school for any other purpose.

All teachers are responsible for promoting the progress of pupils assigned to them, providing guidance and advice on educational matters, communicating and consulting with parents and appropriate bodies outside of school, and attending meetings for any of these purposes. They must provide, or contribute to oral and written assessments, reports and references, relating to individuals or groups of pupils. They must co-operate with the head teacher and other teachers in the school on all aspects of education methods. They are responsible for maintaining good order and discipline among pupils and safeguarding their health and safety, both on the school premises or when engaged in authorised school activities elsewhere.

All teachers must participate in arrangements for appraisal of their own and others' performance, and have a responsibility to participate in arrangements for further training and professional development.

All teachers should participate in meetings, relating to the curriculum of the school, or the administration and organisation of the school. They should also participate in the administrative and organisational tasks related to their duties, including the direction and supervision of staff providing support for all teachers. This will not include tasks which do not call for the exercise of professional skills and judgement. This time will be included within the 'directed time'.

All teachers must participate in arrangements for preparing pupils for examinations, including assessment, recording and reporting for these. This does not include the invigilation of examinations, unless there is a need for their professional skills and judgement.

All teachers employed on a full-time basis, other than those on leadership spine, AST, or fast track, shall be available for 195 days a year, 190 of which will be required to teach pupils, and will be directed by the head teacher for 1265 hours in a school year. In addition, teachers are expected to work reasonable additional hours to enable them to discharge their professional duties effectively.

<p><b>Other General Requirements</b></p>	<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>
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This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience Teaching in the relevant Phase</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in an Alternative Provision or SEND environment.</li> </ul>
<b>Knowledge &amp; Abilities</b>	<p>Demonstrate highly effective teaching by:</p> <ul style="list-style-type: none"> <li>Setting high expectations which inspire, motivate and challenge</li> <li>Ensuring good progress and outcomes for pupils</li> <li>Demonstrate good subject and curriculum knowledge</li> <li>Planning and teaching well structured, exciting and creative lessons</li> <li>Adapting teaching and learning to meet the needs of all pupils</li> <li>Make accurate and productive use of assessment</li> <li>Managing behaviour effectively</li> <li>Showing awareness of national trends in pedagogy and practice</li> <li>Commitment to personal welfare and safeguarding of pupils</li> <li>Excellent interpersonal skills</li> <li>Passionate about education</li> <li>Creative</li> <li>Caring</li> <li>Honest</li> <li>Professional at all times</li> <li>Collaborative</li> <li>Open and reflective</li> <li>Self-motivator</li> </ul>	<ul style="list-style-type: none"> <li>Is able to demonstrate the application of these qualities in the school setting</li> <li>Ability to motivate colleagues by example</li> <li>Can demonstrate commitment in whole school life</li> </ul>