

# Job Description and Role Overview



JOB TITLE: CLASS TEACHER - MPS

REPORTS TO: SENIOR LEADERSHIP TEAM

SALARY RANGE: MAIN PAY SCALE

**Purpose of the job:**

To deliver high quality teaching and learning to pupils who are assigned to the post holder.

**Core duties:**

- All class teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.
- To be responsible for teaching a class, as designated by the Headteacher, following the teachers' standards (see appendix 1).
- To plan and prepare a curriculum which takes account of the requirements of the National Curriculum and is in line with the agreed ethos and vision of Creswick Academy
- To follows the agreed policies, including health and safety and safeguarding
- To meets the needs of individual pupils within the designated teaching group
- To be responsible for the behaviour and welfare of all pupils within the designated class and around the school, according to the agreed policies of Creswick Academy.
- To support and promote the Values and Vision (known as the 'Going for Gold' values).
- To maintain records which are required by leaders according to the agreed assessment guidelines and timeframes, meeting national expectations where applicable
- To organise and manage a classroom which promotes and supports pupils as independent learners
- To encourages pupils to care for and value resources
- To display pupils' work in order to support and celebrate their learning in creating an environment where the process of learning is valued and outcomes show evidence of this
- To establish clear routines for the daily management of resources, work areas and pupils' own belongings

**General Expectations:**

- To report any safeguarding concerns, in line with school procedures and be proactive to safeguard pupils, parents and staff members
- To ensure GDPR and data protection protocols are adhered to at all times
- To promote and model the school's Going for Gold values
- To promote equality and inclusion and ensure all pupils are given opportunities to succeed
- To be a positive role model to other members of the team
- To promote and maintain effective communication and relationships between the school, its parents, governors and the community
- To conduct themselves at all times in accordance with the Teachers' Standards
- To promote and maintain effective communication and relationships between the school, its parents, governors and the community

**Curriculum and Responsibility Areas:**

**To have a positive, substantial and sustained impact across the school in designated areas of leadership and responsibility**

- To support the curriculum development of the school by making a positive contribution during INSET, training and curriculum team meetings
- To keep abreast with the latest developments in the designated area of responsibility through attendance at INSET courses, educational publications and other sources



- To disseminate information to the staff team, through course evaluations, meetings, workshops and other school focused activities, in order to raise standards and ensure consistency throughout
- To be familiar with the standards, strengths and areas for development in the designated area of subject responsibility through the monitoring, evaluation and review schedule (TERMS)
- To have an understanding of assessments outcomes and how to astutely use these to inform next steps
- To be responsible for the management and monitoring of the appropriate curriculum budget and understand how this supports and develops the School Improvement Plan
- To play a leading role in promoting continuity and progression between each year group and the transition through each key stage in the teaching of the curriculum areas, with specific reference to the National Curriculum and Early Years Foundation Stage
- To liaise with the Headteacher, and other members of staff, over the ordering of new equipment to support the curriculum responsibilities
- To review school guidelines and other documentation for the curriculum areas in conjunction with the Headteacher and other members of staff when appropriate
- To ensure high standards of professional practice in curriculum delivery and curriculum monitoring and management;

#### Appraisal Cycle:

This role will be reviewed annually as part of the appraisal process, with a mid-year review taking place during the appraisal cycle to monitor the suitability of targets set during this process. The professional standards for teachers also sets out key expectations. It is the responsibility of the teaching assistant to collect suitable evidence to show achievements against the targets agreed. The evidence section of the appraisal document outlines examples of evidence which may be collated.

#### Safeguarding Requirements:

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Ensure key documents (e.g. Keeping Children Safe in Education) have been read and signed as requested.

#### Job context:

Creswick Academy welcomes class teachers of a high professional standard and shares the responsibility with each class teacher for continual review and the development of expertise. All UPS teachers are given an area of responsibility within the school and are expected to support and mentor colleagues as directed by the SLT in order to have significant and sustained impact which is measurable across the school.

**Revised:** November 2023

Employee's Name:	
Date of Review:	
Employee Signature:	
Line Manager Signature:	

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.