

## Class Teacher

<b>Job Title:</b>	<b>Class Teacher</b>		
<b>Salary:</b>	<b>MPS – UPS</b>	<b>Hours:</b>	<b>Full Time Term Time Only</b>
<b>Contract Type:</b>	<b>Permanent</b>		
<b>Reporting to:</b>	<b>Headteacher</b>		

### Main Purpose:

To deliver the teaching of a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning, social and emotional needs. To maintain the positive ethos and core values of the school, both inside and outside the classroom. To contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors. To act within the statutory frameworks which set out professional duties and responsibilities, in line with the duties outlined in the current School Teachers' Pay and Conditions Document and Teacher Standards (2012). To take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Duties and responsibilities

#### 1. Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Adapt teaching to respond to the strengths and needs of pupils, ensuring all learners are stretched and supported appropriately.
- Set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment where resources can be accessed appropriately by all pupils.
- Maintain good order and behaviour amongst pupils in accordance with the school's behaviour policy.

#### 2. Assessment, Recording and Reporting

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Demonstrate good subject and curriculum knowledge, keeping up to date with developments in the relevant area.
- Participate in arrangements for preparing pupils for external tests and statutory assessments.

- Report to parents on the development, progress and attainment of pupils, communicating clearly and professionally.
- Communicate and cooperate with specialists from outside agencies when required to support individual pupils.

### **3. 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 school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Support initiatives decided by the Headteacher, SLT and other staff, and participate in meetings which relate to the school's management, curriculum, administration or organisation.

### **4. Health, Safety, Discipline and Communication**

- Promote the safety and wellbeing of pupils at all times.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment in accordance with the school's behaviour policy.
- Provide cover in the unforeseen circumstance that another teacher is unable to teach, as required by the Headteacher.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment, reporting all concerns to an appropriate person.

### **5. Management of Staff and Resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Deploy resources delegated to them effectively to maximise learning outcomes for all pupils.
- Contribute to the recruitment and professional development of other teachers and support staff.
- Undertake any other duties appropriate to the level of the role in order to ensure the smooth and effective running of the school.

### **Employee responsibilities**

- Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, reporting all concerns to an appropriate person.

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- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Establish constructive relationships and communication with all staff, parents and other agencies and professionals.
- Recognise own strengths and areas of expertise and use these to advise and support colleagues.
- Act at all times in a manner appropriate to the seniority of the post, setting an example of personal integrity and professionalism.

## Supervision received

- Works under the direction of the Headteacher.
- Expected to work with a high degree of professional autonomy, plan own work to ensure the meeting of defined objectives, and take responsibility for the quality of teaching and learning in their class.

### Notes:

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

This job description may be amended at any time in consultation with the postholder.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Person Specification

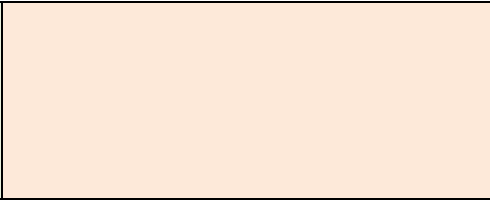
Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
<b>Qualifications</b>		
Qualified Teacher Status (QTS) or a recognised equivalent.	Degree level qualification.	<b>A / C</b>
GCSE English and Maths (grades A*–C / Grade 4–9) or equivalent.	Evidence of continued professional development relevant to teaching and learning.	<b>A</b>
<b>Experience</b>		
Teaching experience with the relevant age range and/or subject(s) being applied for.	Experience of working in a school with a proven track record of good or better teaching.	<b>A / I</b>
Experience of planning and delivering a creative and stimulating curriculum that meets the needs of all learners.	Experience of using assessment data effectively to track pupil progress and inform planning.	<b>A / I</b>
Experience of working effectively with teaching assistants and other support staff to maximise pupil outcomes.	Experience of building positive and professional relationships with parents and carers.	<b>A / I</b>
Experience of working with pupils with a range of additional needs, including SEND and Pupil Premium.	Experience of contributing to whole-school development, curriculum planning or a leadership responsibility.	<b>A / I</b>
<b>Knowledge &amp; Skills</b>		
Ability to fulfil all spoken aspects of the role with confidence using the English language, as required by Part 7 of the Immigration Act 2016.	Ability to create a stimulating, safe and inclusive learning environment that motivates and engages all pupils.	<b>A / I</b>
Ability to plan, prepare and deliver the curriculum as relevant to the age and ability group, in line with relevant initiatives and the school’s own policies.	Ability to assess and record the progress of pupils’ learning to inform next steps and monitor progress over time.	<b>A / I</b>
Ability to teach using a wide variety of strategies to maximise achievement for all children, including those with SEND and	Ability to deploy a wide range of effective behaviour management strategies successfully and in line with school policy.	<b>A / I</b>

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high achievers, and to meet differing learning styles.		
Good subject and curriculum knowledge, with the ability to demonstrate this clearly in lessons and through planning.		I
Ability to communicate effectively to a range of audiences – verbally, in writing and using ICT as appropriate.		A / I / T
Ability to use ICT to advance pupils' learning and to use common ICT tools for the benefit of pupils and own professional practice.		A / I
Ability to direct and supervise support staff effectively to maximise their contribution to pupil learning.		I
Ability to demonstrate a commitment to equal opportunities, using strategies and practices to promote diversity and equality in the classroom.		A / I / T
<b>Personal qualities</b>		
Commitment to the ethos, values and safeguarding responsibilities of the Trust.		A / I
Commitment to acting with integrity, honesty and fairness to safeguard the reputation and wellbeing of the school and its community.	Commitment to encouraging children to develop self-esteem, self-confidence and respect for others.	I
Ability to work under pressure, prioritise effectively and remain calm and solutions-focused in challenging situations.		I
Positive, flexible and collaborative approach, with a genuine commitment to contributing to the wider life of the school.	Ability to build strong, trusting and professional relationships with pupils, parents, colleagues and external agencies.	I

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Commitment to ongoing professional development and a willingness to embrace change and new approaches to improve pupil outcomes.



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