

Job Description

Establishment: Hilton Spencer Academy
Post Title: Class Teacher
Grade/Pay Range: MPR/UPR
Hours/weeks: Full Time
Reporting to: SLT
Department/Team: KS1

Main Duties and Responsibilities

As a Main Scale Teacher you will be expected to carry out the professional duties of a school teacher under the relevant sections of the current School Teachers' Pay and Conditions Document.

You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.

Support and contribute to the school's commitment to enhancing the learning provision, experience and outcomes, enabling all children to have the best possible start and life chances.

In addition to the above you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

Leadership & Management

- Take responsibility for the day to day management and organisation of a class.
- Ensure all pupils have access to the curriculum.
- Ensure the curriculum is taught consistently, has balance, shows progression and continuity, and is matched to needs.
- Manage resources within the classroom.
- Attend year group and whole school meetings and training.
- Manage Teaching Assistants allocated to the class and to individual children and liaise with the SENDCo.
- Liaise with outside agencies with regard to SEND children in the class.
- Be willing to be involved in the co-ordination of a curriculum subject/aspect.

Quality of Teaching

- Deliver creative and effective teaching strategies and approaches.
- Make effective use of assessment strategies to assess progress and inform planning.
- Incorporate a range of adaptive teaching styles to support individual needs of pupils.
- Ensure pupils in the class are set appropriate challenging targets.
- Contribute to medium term and weekly planning meetings.

- Ensure the classroom promotes a positive learning environment.
- Communicate pastoral concerns with parents, working together to resolve issues.
- Contribute to the wider life of school (PTFA events, clubs etc).

Achievement of Pupils

- Ensure intervention strategies, where appropriate, are taking place within the weekly timetable.
- Maintain an overview of standards and progress within the class.
- Monitor the progress of pupils throughout the year, identifying underachievement.
- Monitor progress of vulnerable groups within the class.
- Moderate assessments within the year group.
- Report progress and attainment to parents/carers.
- Work with parents and encourage their involvement in supporting their children's learning.

Behaviour and Safety

- Ensure children are safe within the classroom environment.
- Ensure the Behaviour policy is implemented.
- Read and implement all policies relating to Safeguarding of children.
- Liaise with SENDCo and Designated Safeguarding Lead when appropriate.
- Liaise with MDS over lunchtime concerns.
- Share responsibility for the appearance of the school (displays, tidiness of resources etc).
- Be aware of any Health & Safety issues.

General

- The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate
- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
- Participate in the Trust Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> Educated to degree level Qualified teacher status Evidence of further professional development Have experience of teaching in FS, Key Stage 1 and Key Stage 2 At least 2 years teaching experience Be able to demonstrate experience of effecting change in teaching and learning at class, phase or whole school level 	E E E E	D D
Knowledge and skills		
<ul style="list-style-type: none"> A proven excellent classroom practitioner, willing and able to teach any year group as directed by the Principal Able to plan, organise, model and resource an outstanding and stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning Knowledge of how to teach reading, including phonics Must understand and be able to demonstrate the expectations in the new Ofsted Framework Understand and be able to demonstrate current good practice Understand how to create and use scaffolds to support learning Have a sound understanding and be able to demonstrate how assessment and data support school improvement and the drive for high standards Must be able to present data in such a way as to support the effective tracking of individual pupil progress Have a sound knowledge and understanding of current strategies used to narrow the gap between different groups of pupils Good knowledge of the relevant legislation and guidance within the education sector Understanding of and the ability to engage positively with issues related to equality of opportunity 	E E E E E E E E E E	D
Personal qualities		
<ul style="list-style-type: none"> Able to form positive relationships with all children and motivate them to succeed Able to work with others in a team to support work with children with special educational needs Work at all times within the framework of agreed school policies Have a flexible approach to work who enjoys being a good team member Good communication skills both orally and in writing Able to manage own workload effectively and responds swiftly to tight deadlines Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit 	E E E E E E E E E	

<ul style="list-style-type: none"> ▪ Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions 	E	
<ul style="list-style-type: none"> ▪ To practice equal opportunities in all aspects of the role and around the workplace in line with policy 	E	
<ul style="list-style-type: none"> ▪ To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post 	E	
<ul style="list-style-type: none"> ▪ Commitment to the highest standards of child protection and safeguarding 	E	
<ul style="list-style-type: none"> ▪ Recognition of the importance of personal responsibility for health and safety 	E	
<ul style="list-style-type: none"> ▪ Commitment to the Trust's ethos, aims and whole community 		