

## Job Description

Post Title:	Class Teacher
Location:	Clover Leys Spencer Academy
Salary/Pay Range:	Teacher MPS (M1-M3)
Hours of work:	Full time, fixed term
Reporting to:	Principal

## Purpose of Role

- To be responsible for a class of mixed ability children within the primary age range.

## Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

## Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

### Leadership & Management

- Take responsibility for the day to day management and organisation of the 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 meetings, whole school meetings, data 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 SEN children in the class.

### Quality of Teaching, Learning and Assessment

- Deliver creative and effective teaching strategies and approaches.
- Make effective use of AfL strategies to assess progress and inform planning.
- Incorporate a range of teaching styles to match individual needs of pupils.
- Ensure pupils in the class are set appropriate challenging targets.
- Provide pupils with cross-curricular links.

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- Contribute to medium term and weekly planning meetings.
- Ensure the classroom promotes a positive learning environment e.g. displays to celebrate children's achievements.
- Bring any concerns to the Principal.
- Communicate pastoral concerns with parents, working together to resolve issues.
- Contribute to the wider life of school (PTFA events, clubs etc).

### **Outcomes for 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. This will be monitored through regular data meetings.
- Monitor progress of vulnerable groups within the class.
- Moderate assessments within the Trust.
- Report progress and attainment to parents/carers.
- Work with parents and encourage their involvement in supporting their children's learning.

### **Personal Development, Behaviour and Welfare**

- 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 Person 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**

- 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 the Employee Code of Conduct, IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review 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 supporting its values of aspiration, partnership and responsibility, 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 children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).**

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Qualified teacher status</li> <li>Evidence of further professional development</li> <li>Have experience within the KS1 / KS2 setting</li> <li>Experience of planning and delivering National Curriculum 2014 framework</li> <li>Have experience of working in a Forest School setting</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Knowledge, skills &amp; understanding</b>		
<ul style="list-style-type: none"> <li>A proven excellent classroom practitioner, willing and able to teach any year group as directed by the principal</li> <li>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</li> <li>Understanding and be able to demonstrate current good practice in across KS1 and KS2</li> <li>Good understanding and be able to demonstrate what constitutes an Outstanding School Curriculum</li> <li>Have a sound understanding and be able to demonstrate how assessment and data support school improvement and the drive for high standards</li> <li>Have a sound knowledge and understanding of current strategies used to Narrow the Gap between different groups</li> <li>Pastoral needs of primary school children</li> <li>Ability to lead and learn from others</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>Able to form positive relationships with all children and motivate them to succeed</li> <li>Able to work with others in a team to support work with children with special educational needs</li> <li>Work at all times within the framework of agreed school policies</li> <li>Have a flexible approach to work who enjoys being a good team member</li> <li>Good communication skills both orally and in writing</li> <li>Able to manage own workload effectively and responds swiftly to tight deadlines</li> <li>Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships</li> <li>To show a caring attitude towards pupils, staff and parents/carers</li> <li>Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit</li> <li>Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions</li> <li>To practice equal opportunities in all aspects of the role and around the work place in line with policy</li> <li>To maintain a personal commitment to professional development</li> <li>To contribute to the wider life of the academy</li> <li>Commitment to the highest standards of child protection and safeguarding</li> <li>Recognition of the importance of personal responsibility for health and safety</li> <li>Commitment to the Trust's ethos, aims and whole community.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	