



Class Teacher at St George's CofE Academy Job Description

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

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| Job Title: | Class Teacher |
| Reporting to: | Assistant Headteacher / Deputy Headteacher |
| Salary: | Main pay scale |
| Working Hours: | 32.5 hours per week. |

Core Purpose

- As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher. To carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document. To meet the required standards for Qualified Teacher Status and having regard to the curriculum of the academy: to teach children within the primary age range according to their educational need. This includes all necessary professional duties of planning, preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of pupils assigned to you. To contribute and participate in the team working ethos of the academy and maintain the positive ethos and core values of the academy, both inside and outside of the classroom.

Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work to achieve target levels of pupil attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set and mark work to be carried out by the pupils in school and elsewhere.



- Participate in arrangements for preparing pupils for external examinations.

Whole School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

Health, Safety and Discipline

- Promote the safety and well-being of pupils in accordance with the School's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the School behaviour policy.

Management of Staff and Resources

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with School policies.

Professional Development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice.



Working with Colleagues and Other Relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the School, including those within other BDMAT schools and the central team.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

Fulfil Wider Professional Responsibilities

- Make a positive contribution to the wider life and ethos of the School.

Compliance

- To read and follow the most recent version of Keeping Children Safe in Education (KCSIE).
- To read and follow all the school's Safeguarding policies and other relevant policies.
- To report/cooperate in all matters of safeguarding.
- To know who the Designated Safeguarding Lead (DSL) is for the school.

Accountabilities

- Specific details of the accountabilities (e.g. the allocated curriculum and/or pupil development accountability) will be agreed between the successful candidate and their Headteacher and recorded.

Undertake such reasonable activities as the Headteacher and Governors may, from time to time, require. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all schools changes and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.

Person Specification

| Criteria | Essential | Method of Assessment |
|---------------------------------|--|--|
| Qualifications | <ul style="list-style-type: none"> PGCE, Bachelor of Education or a first degree or higher qualification and a Post Graduate Certificate in Education recognised by the DfE. QTS (Qualified Teacher Status) or eligible for QTS status. QTS skills test (if applicable) | AF AF AF |
| Experience / Achievements | <ul style="list-style-type: none"> Evidence of successful teaching experience, either employed or on training | AF, I, R, T |
| Knowledge, Skills and Aptitude | <ul style="list-style-type: none"> Understanding of the National Curriculum Ability to teach in a multi-cultural environment and of developing positive links with the local community. Good skills in developing positive relationships with parents. Understanding of classroom organisation, planning and record keeping Understanding of behaviour management Ability to motivate and stimulate pupils to enjoy learning Ability to effectively assess and report on the development, progress and attainment of pupils Ability to teach pupils according to their educational needs | AF, T I I, R T, R T, I, R AF, T, I, R AF, I, R AF, T, R |
| Personal Attributes | <ul style="list-style-type: none"> Effective oral and written communication skills (especially grammar) Good team player Effective working relationships with others Good levels of professionalism | AF, I AF, I, R AF, R AF, T, I, R |
| Other Job Specific Requirements | <ul style="list-style-type: none"> Commitment to BDMAT's Equal Opportunities Policy and acceptance of responsibility for its practical applications | AF, I |

Method of Assessment

A.F. = Application Form; I = Interview; T = Teaching – if appropriate; P = Presentation; R = Reference.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Safeguarding

The school is committed to Safeguarding and promoting the welfare of all children. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.



The School's Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Working Together to Safeguard Children DfE 2018

The school pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the academy, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health, physical and mental capacity for the job. It also includes undertaking interviews and an enhanced DBS check.

Candidates should be aware that all posts in the academy have some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.