



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Class Teacher
<b>Location:</b>	Across the Trust (based at St Teath Primary School currently)
<b>Grade/salary:</b>	MPS
<b>Hours:</b>	0.77
<b>Reports to:</b>	Juliet Davies, Headteacher
<b>Key relationships:</b>	Senior Leadership Team, Teaching Staff, Teaching Assistants, Parents and Pupils.

### **Job Purpose**

The Teacher supports the effective operation of the trust and works to uphold and promote its vision and values.

### **Duties and Responsibilities**

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

#### **Teaching**

2. Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
3. Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
4. Be accountable for the attainment, progress and outcomes of pupils' you teach
5. Be aware of pupils' capabilities, their prior knowledge and plan teaching and scaffold appropriately to build on these; demonstrating knowledge and understanding of how pupils learn
6. Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
7. Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
8. If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
9. Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
10. Make accurate and productive use of assessment to secure pupils' progress
11. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study



12. Use relevant data to monitor progress, set targets, and plan subsequent lessons
13. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
14. Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

#### **Behaviour and Safety**

15. Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
16. Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
17. Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
18. Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
19. Have high expectations of behaviour, promoting self-control and independence of all learners
20. Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
21. Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

#### **Team working and collaboration**

22. Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
23. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
24. Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
25. Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
26. Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
27. Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document
28. Work collaboratively with others to develop effective professional relationships
29. Deploy support staff effectively as appropriate
30. Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
31. Communicate and co-operate with relevant external bodies
32. Make a positive contribution to the wider life and ethos of the school

#### **Administration**

33. Register the attendance of and supervise learners, before, during or after school sessions as appropriate
34. Participate in and carry out any administrative and organisational tasks within the remit of the current School
35. Teachers' Pay and Conditions Document

#### **Professional development**



36. Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
37. Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
38. Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

#### **Other**

39. To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
40. Perform any reasonable duties as requested by the headteacher
41. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
42. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
43. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
44. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*



**PERSON SPECIFICATION**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
<b>QUALIFICATIONS:</b>			
Qualified Teacher Status	E	X	
Registered with the GTC	E	X	
Written references confirming professional and personal knowledge, skills and abilities referred to above	E	X	
<b>EXPERIENCE:</b>			
An outstanding classroom practitioner committed to raising educational standards	E		X
Has experience of working within Key Stage 2	E	X	
Has high expectations of learning for all children	E		X
Has high expectations of behaviour for all children	E		X
Has proven experience of working effectively in a team working collaboratively with colleagues	E	X	
An awareness of current educational thinking and trends	E		X



Has established values and beliefs in education	E		X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Able to act as a role model for children by setting high personal and professional standards	E		X
Able to adapt teaching styles to engage all children in their learning	E		X
Able to plan, organise and evaluate, working to deadlines	E	X	
Committed to their profession and the current Teacher Standards	E	X	
Able to develop a successful rapport and working relationship with all children	E		X
A positive and energetic approach	E		X
Has effective organisational skills	E		X
Able to use a positive approach to learning and behaviour management	E	X	
Good communication skills	E		X
Willingness to engage in CPD opportunities	D	X	
Willingness to lead a subject specialism across the school	E	X	
Aware of the National Curriculum and assessment procedures	E		X
Has knowledge of the underlying principles of excellence and enjoyment in education	E		X
Knowledge of how to support children with SEND and challenge the more able	E		X
Knowledge and experience of teaching maths mastery	E	X	
Experience of leading a curriculum subject with visible impact	E	X	
Has knowledge and experience of the Read Write Inc phonics programme	D		X