



Job Description:	Class Teacher (maternity cover)
Job Title:	Class Teacher
Scale:	MPS
Hours:	Full Time
Responsible to:	Headteacher, Deputy Headteacher and Governors

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions. An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Review.

Main Purpose of the role:

- Plan and teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs to ensure the rapid progress of all pupils
- Carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers at the respective stage of their career
- Maintain the positive church ethos and school values of: perseverance, belonging, respect, honest, reflection, independence and caring, both inside and outside the classroom
- Be responsible for the safeguarding and welfare of the pupils, during on-site and off-site activities
- Ensure that the current national standards of employment for school teachers are met

Duties:

Teaching and Learning:

- Set high expectations which inspire, motivate and challenge pupils
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Be accountable for pupils' attainment, progress and outcomes
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks, excellent questioning and purposeful feedback; maintaining high expectations of all pupils at all times
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- Impart knowledge and develop understanding through effective use of lesson time



- Promote a love of learning and children's intellectual curiosity
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Work alongside teaching assistants and the Inclusion Manager to meet the needs of all children

Curriculum:

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s), if required

Assessing and Recording:

- Be able to set clear targets, based on prior attainment, for pupils' learning
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure pupils' progress
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning; contribute to the schools provision mapping;



Safeguarding and promoting the welfare of pupils:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people
- To follow the Child Protection/ Safeguarding procedures adopted by the academy and DoWMAT
- Keep appropriate records of concerns

Managing behaviour:

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Maintain good order and discipline among pupils, safeguarding their health and safety
- Provide a caring, stimulating, enjoyable and friendly atmosphere in which pupils can feel free to develop their personalities, become self-confident and learn
- Encourage pupils to take a responsible and conscientious attitude to their own work and study

Parents and Community:

- To meet with parents and appropriate agencies, to communicate positively to the education of the children concerned
- Communicate and consult with parents over all aspects of their children's education
- To meet with parents and appropriate agencies, to communicate positively to the education of the children concerned

Other duties and Responsibilities:

- Support the aims and ethos of the academy
- Set a good example in terms of punctuality and attendance
- Attend and participate in events such as open evenings, induction events and pupil performances
- Actively support school policies on uniform and behaviour
- To contribute to the positive team atmosphere and public image of the academy
- To act professionally and with integrity at all times
- To assist with the general care and welfare of all pupils striving to maintain a happy safe environment at all times
- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and SLT;



- Interact on a professional level with all colleagues and establish and maintain good working relationships which promote excellent teaching and learning.
- To adhere to and maintain academy routines and codes of conduct, including confidentiality
- To support the aims and ethos of the academy at all times
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities
- To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake Health and Safety duties commensurate with the post and / or as detailed in the DoWMAT Health and Safety Policy
- Actively engage in continuing professional development, sharing new knowledge and putting it into action in school as appropriate
- Attend team and staff meetings
- To actively support the wider school context
- Promote positive links with school stakeholders, to include parents, governors, the church, community groups and neighbouring schools
- Lead a subject area, as required
- Undertake duties of a similar nature as may be reasonably directed by the Headteacher

GENERAL

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the academy.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.
- DoWMAT is committed to safeguarding and promoting the welfare of children and, as such, requires all staff and volunteers to share this commitment.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the DoWMAT Equality Policy and Code of Conduct. All employees are expected to be committed to these.
- DoWMAT academies are a non-smoking environments

DoWMAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of a satisfactory DBS Enhanced Disclosure, two positive references, medical clearance and evidence of appropriate qualifications.



PRINCIPAL CONTACTS

Headteacher, class teacher, class teaching assistant, Local Academy Board members, pupils, parents / carers, senior leaders, Academy Business Manager, classroom teachers, teaching / support assistants, EWO, clerical assistants, other professional groups, contractors, suppliers, DoWMAT Central Team.

NOTES: The Leadership of the Academy reserve the right to alter the content of this job description, after consultation, to reflect changes to the job without altering the level or responsibility. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all people and is consistent with the DoWMAT Equality Policy.

Signed (issued by) _____ Date _____

Signed (received by) _____ Date _____