

# Pickwick Academy Trust



**JOB TITLE: Class Teacher**

**SCHOOL(s): St Andrews CofE Primary School**

**SALARY: QUALIFIED TEACHER (MPS)**

**DUTIES: All duties carried out by Qualified Teachers at this school**

## **JOB DESCRIPTION:**

1. The professional duties should include:
  - (i) planning and preparing learning materials for their class
  - (ii) planning in partnership with the year group colleagues that encompass the requirements of the school's Curriculum Framework and National Curriculum.
2. To maintain the school's agreed records.
3. To promote general progress and well-being of individuals with reference to:
  - (i) equal opportunities and special needs
  - (ii) classroom discipline and organisation
  - (iii) good relationships with parents/children
4. To conform to Health and Safety Regulations and to have a caring approach to the well-being of all children both in the classroom and in the public areas of the school.
5. To participate in playground supervision according to the timetable.

6. To keep accurate registers of attendance.
7. To participate in meetings which relate to the curriculum, administration, organisation and pastoral arrangements of the school.
8. To display children's work both in the classrooms and general areas within the school.
9. To use the weekly 10% Planning, Preparation and Assessment time effectively.
10. To attend school assembly when required.
11. To support wholeheartedly the school ethos of a caring, supporting community.
12. To be a subject leader (including ECT2s with support) and promote the subject across the school.
13. To monitor your own work-life balance and workload carefully. To raise any issues or concerns directly with your line manager.
14. To carry out any other relevant duties related to the general welfare of the children and organisation of the school as requested by the Headteacher.
15. To include any other duties as outlined in the School Teacher's Pay and Conditions document 2019. Attention is drawn to Section 2 (School Teacher's Pay and Conditions document 2019), Part 1 to Part 3 and any future updates. Attention is particularly drawn to Section 46 (Professional responsibilities). Also Section 51 (Working time).

Curriculum Responsibility: Dependent on experience

**OTHER:**

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....