

The Wings' CE Trust

JOB DESCRIPTION



CLASS TEACHER

1 Introduction

1:1 Job Title

Class Teacher

1:2 Job Purpose

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

1:3 Line Management

Reporting to Headteacher/Deputy Headteacher/ Key Stage Manager

1:4 Liaising with

Headteacher, Deputy Headteacher, senior leadership team, class teachers, support staff, volunteers, LA, external agencies, parents

1:5 Salary Scale

Classroom Teachers' Pay Scale

1:6 Working time

Full time as specified in the School Teachers' Pay and Conditions Document

1:7 CRB Disclosure Level

Enhanced

2 School Ethos

2.1 Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.

2.2 Attend, take part in and lead acts of collective worship in accordance with school policy.

2.3 Provide Religious Education in accordance with the agreed syllabus.

2.4 Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well being.

2.5 Promote the school and celebrate its success at every opportunity.

3 Curriculum Planning and Provision

- 3.1** Help develop and maintain a curriculum in line with the new National Curriculum 2014 and school policy to meet the needs of individual children within your class.
- 3.2** Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
- 3.3** Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.4** Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or area(s) of pupil and/or staff development.
- 3.5** Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.

4. Teaching and Learning

- 4.1** Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 4.2** Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 4.3** Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 4.4** Develop, maintain and use resources appropriate to chosen learning objectives.
- 4.5** Ensure the effective deployment of teaching assistant support in the classroom.
- 4.6** Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 4.7** Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 4.8** Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 4.9** Set pupil targets, assess progress and maintain records in accordance with school policy.

5. Pastoral Care

- 5.1** Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- 5.2** Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 5.3** Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- 5.4** Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- 5.5** Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents.

6. Parental Involvement and Partnership Working

- 6.1** Report appropriately to parents on the needs and progress of their children.
- 6.2** Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- 6.3** Support the work of the 'Friends of the School'.

- 6.4** Uphold the school's well-established links with the local community and cluster of schools, the LEA, Diocese and other external agencies.

7. Appraisal and Professional Development

- 7.1** Engage actively with the annual performance management review process, in accordance with the school's policy.
- 7.2** Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3** Ensure colleagues receive information and feedback on professional development activities undertaken.
- 7.4** Be accountable for own teaching inline with the Teaching Appraisal Document.
- 7.5** Be accountable for children's progress and attainment inline with the Teaching Appraisal Document.

8. SIGNATURES

This job description will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The Wings CE Trust
MAINSKALE CLASS TEACHER PERSON SPECIFICATION

QUALIFICATIONS	Essential	Desirable	Source
Qualified Teacher Status	✓		A
Degree	✓		A
EXPERIENCE			
Recent participation in a range of INSET		✓	A
Experience in teaching in Reception, KS1 and KS2		✓	A
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING			
Understanding of pupil's educational development	✓		A/I
Curriculum and assessment, including subjects and cross curricular aspects	✓		A/I
Knowledge of data analysis and target setting		✓	A/I
Detailed knowledge of then English and Maths curriculum	✓		A/I
School improvement strategies		✓	A/I
Local and national policies, priorities and statutory frameworks		✓	A/I
Has an excellent understanding of how to apply effective assessment techniques across EY/KS1 including implementing effective tracking systems.		✓	O/I
Have a good understanding of positive effective strategies for whole school behaviour management.	✓		I
Understands the expectations in the new Ofsted Framework regarding effective learning and teaching, particularly in reading.		✓	I
To understand what is involved in the role of the school with regard to safeguarding.	✓		A/I
PROFESSIONAL SKILLS AND ABILITIES			
Must be able to analyse and use comparative data effectively to assess pupil performance and progress.	✓		A/I
A teacher with good ICT knowledge and skills relating to class teaching responsibilities of the post – able to demonstrate the effective use of ICT to enhance the learning and teaching across EY/KS1.	✓		O/I
Must be able to work collaboratively and effectively in a team with the Headteacher, SLT, staff, governors, and parents.	✓		A/I
PERSONAL QUALITIES			
Must be able to successfully engage parents in order to encourage their close involvement in the education of their children.	✓		A/I
A teacher with a flexible approach to work who enjoys being a good team member.	✓		I
Must be able to effect whole school change through effective leadership		✓	I

and management.			
Must have a high level of communication skills both orally and in writing.	✓		A/O/I
PERSONAL QUALITIES	Essential	Desirable	Source
To be able to lead by example demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	✓		I
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	✓		I
Willingness to and ability to run whole school INSET.		✓	I
To practice equal opportunities in all aspects of the role and around the work place in line with policy.	✓		A/O/I
To maintain a personal commitment to professional development linked to the competencies necessary to develop the requirements of the post.	✓		I
Understanding of school's role in the community	✓		A/I
OTHER REQUIREMENTS			
Application should be completed in full and free from error	✓		A
Letter should be clear and concise and relate to specific post. Please do not send a CV.	✓		A
CONFIDENTIAL REFERENCE AND REPORTS			
Written reference only	✓		R
Confirming professional and personal knowledge, skills and abilities referred to above	✓		R
Positive recommendation from current employer/training body	✓		R

Source: A-Application, I-Interview, R-Reference, P-Presentation, T-Task, O-Observation

NB: Candidates failing to meet any of the essential criteria will automatically be excluded