

# Clee Hill Community Academy

## Job description: Teacher (MPS)

**Relationships:** Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

- Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
- To 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 and uphold the professional code of the General Teaching Council for England.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Promote the school's values as a Growth Mindset School
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

### **As a Class Teacher:**

The Class Teacher will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils including effective working walls;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom;

- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

Name of Post holder:

Date :

Signature of Post holder: .....

Signature of Headteacher.....

### Person Specification Clee Hill Community Academy

Post Title: Class teacher

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
<b>Experience</b>		
Will have experience of good or outstanding teaching through previous posts or trainee placements	✓	
<b>Professional Knowledge and Understanding</b>		
Must have a sound knowledge of the National Curriculum	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> <li>• Participation and implementation of the School Behaviour Policy</li> <li>• Awareness of Health and Safety implementation in the work place</li> <li>• Implementation of the school Equal Opportunities Policy</li> <li>• Child Protection Policy</li> <li>• E-safety Policy</li> <li>• Whistle Blowing Policy</li> </ul>	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	

Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN and provision maps		✓
Will have completed, or be in the process of completing safeguarding training including Child Protection (covering FM and FGM) & PREVENT training		
<b>Professional Skills and Abilities</b>		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	
<b>Personal Qualities</b>		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	