The Three Saints Academy Trust

Job Description: Class Teacher

Post Title: **Class Teacher**

School: **Willow Tree Primary School**

Salary and Range: **M1 to U3, in line with the School Teachers' Pay and Conditions Document**

Line Manager: **Headteacher**

Supervisory Responsibility: **The postholder may be responsible for the deployment and supervision of teaching assistants relevant to their responsibilities.**

Main Purpose of the Job

- **Learning and Achievement:** Take responsibility for the learning and achievement of all children in assigned classes, ensuring equality of opportunity for all.
- **Christian Ethos:** Nurture, cultivate, and embody the Christian ethos and culture of this Church school, securing its vision with all members of the school community.
- **Standards and Conduct:** Be accountable for achieving the highest possible standards in work and conduct, treating children with dignity and building relationships rooted in mutual respect.
- **Collaboration:** Work proactively in collaboration with learners, parents/carers, governors, staff, and external agencies in the best interests of children.
- **Professional Framework:** Act within statutory frameworks that outline professional duties and responsibilities, adhering to the School Teachers' Pay and Conditions Document and Teacher Standards.
- **Safeguarding:** Promote and safeguard the welfare of children and young people within the school.

Duties and Responsibilities

Teaching

1. **Curriculum Delivery:** Deliver an engaging curriculum tailored to the age, ability, and subject of the children taught.
2. **Planning and Preparation:** Prepare and develop teaching materials and programmes of work.
3. **Accountability:** Be accountable for the attainment, progress, and outcomes of children taught.
4. **Adaptive Teaching:** Understand children's capabilities and prior knowledge, planning and adapting teaching to build on these effectively.
5. **Inclusive Practises:** Demonstrate a clear understanding of the needs of all children, including those with special educational needs, gifted and talented, EAL, and disabilities, using adapted teaching approaches to engage and support them.
6. **Literacy Standards:** Promote high standards of literacy and the correct use of spoken English, particularly if teaching early reading, demonstrating effective strategies such as systematic synthetic phonics.
7. **Assessment:** Use a range of assessment strategies to set challenging learning objectives, monitor progress, and secure children's progress.
8. **Feedback:** Provide regular feedback, both orally and through accurate marking, encouraging children to reflect on their progress and take responsibility for their own learning.
9. **Data Utilisation:** Use relevant data to monitor progress, set targets, and plan subsequent lessons.

10. **Homework and Activities:** Set homework and plan out-of-class activities to consolidate and extend children's knowledge and understanding.
11. **Remote Education:** Provide high-quality remote education, including live online lessons when necessary.
12. **Examinations and Assessments:** Participate in arrangements for examinations and assessments as outlined in the School Teachers' Pay and Conditions Document.

Behaviour, Safety & Wellbeing

1. **Safe Environment:** Establish a safe, purposeful, and stimulating environment for children, rooted in mutual respect.
2. **Classroom Management:** Manage classes effectively, using appropriate strategies to inspire, motivate, and challenge children.
3. **Pastoral Care:** Foster the wellbeing of children by implementing and managing our pastoral support arrangements to address their individual needs.
4. **Role Model:** Be a positive role model, demonstrating the attitudes, values, and behaviour expected of children.
5. **High Expectations:** Maintain high expectations of behaviour, promoting self-control and independence among all learners.
6. **Safeguarding:** Promote and safeguard the welfare of children, raising any concerns following school protocols.

Team Working and Collaboration

1. **Professional Development:** Participate in relevant meetings and professional development opportunities related to learners, curriculum, initiatives or school organisation.
2. **Team Collaboration:** Work collaboratively with colleagues, sharing effective practises and contributing to the selection and professional development of other staff.
3. **Support Staff:** Ensure colleagues working with you are appropriately involved in supporting learning and understand their roles.
4. **Curriculum Review:** Participate in the review, development, and management of curriculum and pastoral functions.
5. **Cover Responsibilities:** Carry out playground, lunchtime and other duties as directed. Provide cover for absent colleagues within the remit of the School Teachers' Pay and Conditions Document.

Wider Professional Responsibilities

1. **Professional Relationships:** Develop effective professional relationships with colleagues and external bodies.
2. **Communication:** Communicate effectively with parents/carers regarding children's achievements and well-being.
3. **Contribution to School Life:** Make a positive contribution to the wider life and ethos of the school.

Administration

1. **Attendance Monitoring:** Register attendance and supervise children before, during, or after school sessions as appropriate.
2. **Administrative Tasks:** Participate in and carry out administrative and organisational tasks as required.

Professional Development

1. **Reflective Practice:** Regularly review the effectiveness of your teaching and assessment procedures, refining approaches based on feedback from colleagues.
2. **Continuous Improvement:** Take responsibility for improving your teaching through participation in training and development opportunities identified by the school.
3. **Appraisal Participation:** Actively engage in the school's appraisal process.

Other Responsibilities

1. **Professional Conduct:** Uphold the Christian ethos, policies, and practises of the school, maintaining high standards in attendance and punctuality.
2. **Confidentiality:** Follow school procedures and ensure confidentiality at all times.
3. **Additional Duties:** Perform any reasonable duties as requested by the headteacher.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Signed	Signatures	Date
Post Holder		
Headteacher		
Chair of School Committee		