MEPPERSHALL
Church of England Academy

Class Teacher Job Description

Post: Class Teacher

Salary/Grade Range: ECT/MPS/UPS dependant on experience

Reporting to: Head of School and Executive Headteacher

Liaising with: The Executive Headteacher, Head of School and SLT of Meppershall and Henlow Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

The relevant School Teacher's pay and Conditions Document sets out the precise terms under which teaching staff are employed.

Staff are required to work a total of 1265 hours directed time per year. The deployment of these hours is reviewed every year at the beginning of the Autumn term.

All staff must be aware of the overall aims and objectives of the school and the means of achieving these.

Class teachers are responsible for the pastoral care of the children in their charge.

Purpose of Role: To provide high quality teaching and learning experiences to pupils, ensuring they achieve their full potential academically, socially and emotionally in line with the National Curriculum and the values of the school.

- To raise standards of pupil attainment and achievement for pupils
- To ensure that pupil progress data is used effectively to raise standards.
- To promote excellence within your class in order to encourage and support pupils in making progress that is in line with, or above expectations.
- To work with other members of the school in developing and sharing good practice, improving the quality of learning and teaching and improving pupil progress and outcomes.
- To create a focused, happy and committed learning and working environment in which pupils feel secure and valued and want to achieve.

Main Duties and Responsibilities:

• To promote teamwork, work cooperatively and act as a positive role model to ensure effective working relationships.

• To work within the allocated CPD funds and Professional Review processes to ensure your staff development needs are identified.

• To contribute to performance management of other staff, as required.

• To play an active role in the Performance Management process within the school and collaborate with other members of staff on improving practice.

• To set high standards personally and to have high expectations of all pupils.

• To be fully aware of the learning needs of all pupils within your classes.

• To liaise with the pastoral team to ensure that you are fully aware of any potential barriers to learning and progress.

• To liaise with relevant staff – for example the SLT, TA's, SEND and the staff responsible for Higher Attainers to ensure that all target groups are known to you and catered for in your planning, delivery, review and feedback.

• To work with other members of the team in the development of the schemes of work to ensure they motivate, stretch and challenge all pupils and are fully inclusive.

• To work with other teaching staff to plan and deliver differentiated lessons, taking into account varied learning styles, that challenge pupils and reinforce prior learning.

• To be directly responsible for the quality of pupils learning to include:

  - Work is planned effectively in the short, medium and long term
  - Lessons have clear objectives and provide for the differentiated needs of learners and to ensure curriculum coverage

• To ensure that IEPs are implemented and kept up to date. To contribute to the IEP review process.

• To mark and assess pupils' work and give formative and summative feedback to ensure that pupils and their parents/carers are aware of their current progress, potential to improve and how to do so.

• To track and analyse pupil progress in your class, by maintaining mark sheets/spreadsheets etc.

• To involve the pupils in their own learning, taking into account different learning styles and the needs of the individual when planning and reviewing lessons.

• To provide a classroom environment that is stimulating, interesting and lively and within which all resources are stored and maintained in a safe and healthy manner.

• To maintain high standards of behaviour and discipline within the classroom and throughout the school.

• To keep abreast of new and emerging learning and teaching practice, including the National Curriculum, being open to being observed and observing others.

• To develop and share learning and teaching resources within the Trust.

• To report on pupils' progress according to the academy's reporting schedule, writing both summary and full written reports when required.

• To attend parent consultation evenings, staff meetings and Continuing Professional Development sessions as required.

• To work on the development of homework to improve pupil progress and ensure homework is set and marked in accordance with marking and assessment policies.

• To contribute to subject leadership development plans and where appropriate to the whole school development plan.

• To work with feeder school colleagues, attend liaison meetings, provide pupil data on transfer and thereby ensure transition is seamless and progress is uninterrupted.

• To play an active role in regular internal assessments to help inform setting, intervention, planning and reporting etc.

• To analyse assessment results and report on pupil progress to the Head of School (and SLT link) to help inform pupil predictions and whole-school data analysis.

• To work with the Head of School and other members of staff in monitoring and evaluating teaching through lesson observations, internal data analysis, feedback from pupils and other appropriate methods.

• To actively monitor and respond appropriately to any policy change, curriculum development or new initiatives at national, regional and local levels.

• To promote and celebrate success via displays, staff briefings, assemblies and/or celebratory events.

• To liaise and consult with stakeholders, as required, including: parents, SENDCo, partner schools, Awarding Bodies, promoting the best interests of the trust at all times.

• To undertake playground supervision or other necessary duties and to be prompt and effective in doing so.

• To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of the trust at all times.

• To be aware of and apply all subject and academy policies.

• All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others.

• Accordingly, all staff shall ensure that they comply with the school's health and safety policy, training or instructions.

• To undertake any other reasonable duties related to the scope and grading of the role and comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Note:

• Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

• Employees will be expected to comply with any reasonable request from SLT and Governors to undertake work of a similar level that is not specified in this job description.

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Person Specification

Key Criteria	Essential	Desirable	Identified By
Education & Qualifications	• Relevant Degree • Teaching Qualification • Evidence of Continual Professional Development	• Post graduate qualification	Application Form and Verification
Professional Experience	• Evidence of at least "Good" teaching at Key Stages • Understanding and application of strategies to raise standards across the ability range through effective teaching and learning • Sensitivity to the learning needs of all pupils • Demonstrate understanding of using comparative data, together with information about pupils' prior attainment to establish benchmarks and set targets for improvement • Identify usage of current good practice in assessment techniques and the monitoring of pupil progress across Key Stages	• An additional subject or flexibility to teach other curriculum subjects • Evidence of "Outstanding" teaching at Key Stage • Good knowledge of all Key Stages	Application Form References
Professional Knowledge, Skills and Understanding	•The ability to maintain a current knowledge of your subject area, behaviour management philosophies and teaching and learning developments including local and national developments and initiatives • The ability to inspire, enthuse and motivate pupils • Good classroom management to encourage positive behaviour	• Evidence of the innovative use of ICT in your subject area • Experience of working with a variety stakeholders and outside agencies to support the attendance, behaviour, attainment and achievement of pupils	Application Form References Selection Process Interview

	• Ability to prioritise, plan, lead and organise the work of this curriculum subject • Monitor, evaluate and review your lesson planning and the progress of your pupils • Demonstrate application of information and communication technology to the development of learning and teaching in the subject • Demonstrate creative problem solving and good communication skills • The ability to maintain a current knowledge of your subject area, behaviour management philosophies and teaching and learning developments including local and national developments and initiatives • The ability to inspire, enthuse and motivate pupils • Good classroom management to encourage positive behaviour • Ability to prioritise, plan, lead and organise the work of this curriculum subject • The ability to inspire, enthuse and motivate pupils • Good classroom management to encourage positive behaviour • Ability to prioritise, plan, lead and organise the work of this curriculum subject • Monitor, evaluate and review your lesson planning and the progress of your pupils • Demonstrate application of	• Experience of having worked with parents to challenge and support their children • Experience of raising pupils' and staff aspirations and performance • Experience of improving a school's results to achieve outstanding levels of pupil performance	

	information and communication technology to the development of learning and teaching in the subject • Demonstrate creative problem solving and good communication skills Ability to work collaboratively or on own initiative • Time management skills and a capacity for hard work and an ability to prioritise effectively with good administrative skills • The ability to think creatively and imaginatively to anticipate and solve problems and identify • opportunities • Express your own ideas and opinions • Have high expectations of pupil attendance, performance and behaviour • Manage behaviour effectively and support other in doing so • Maintain a caring and supportive class, department, year and school environment • Recognise the role that parents, carers and families play in helping children succeed and thrive • Use data effectively to compare pupil performance (for example but not exclusively pupil tracking and value-added measures)		

Personal Qualities and Philosophy	• Flexibility and ability to prioritise • Self-motivation and self-reliance • Commitment to the post, your subject, your own professional development and the Henlow Church of England Academy ethos and ideals • Commitment to excellence in learning and teaching and experience of sharing good practice • Commitment to working effectively with parents/ carers, external partners and other agencies and schools to support the learning of children to define and realise the school's vision	• Enthusiasm for teaching and commitment to enrichment activities • Commitment to the professional development of staff • Experience of having worked successfully with parents/carers and/or agencies to improve pupil outcomes in your subject • Experience of having led a change initiate • Experience of having solved a problem within your subject area or with a pupil issue	Application References Interview
Other factors, skills and Knowledge	• A well-presented letter • Excellent communication skills • A commitment to the philosophy and aims of the Academy Trust • Full DBS clearance	• Involvement in the full life of the school • A positive, "can-do" approach with colleagues and pupils	Application Interview DBS check