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| **JOB DESCRIPTION**  **Job Title:**  **Scale:** | Description: Description: C:\Users\lmilbourne\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GK8IVMDO\SLP Logo.png  Class Teacher  MPS1 – UPS3 – salary on appointment based on skills and experience |
| **Responsible to:** | The Headteacher and the Trustees of the Partnership |
| **Core Purpose:** The class teacher will be required to undertake such duties as reasonably be directed by the Headteacher from those described in | |

the current ‘School Teachers’ Pay and Conditions’ and

‘Teachers Standards’ documents.

**Specific Responsibilities:**

**The post holder will:**

* + - * Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below in any of the Primary Schools across the Partnership;
* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The postholder 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 mission statement of the school within which you are appointed;
* Promote the vision and ethos of Stanley Learning Partnership as a whole;
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
* 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;
* 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 your own performance.

**Developing Self and Working with Others:**

* Take part in an annual staff performance review with line manager.
* Create and maintain good working relationships among all members of the Partnership community.
* Promote appropriate personal and professional development of all staff in the Trust, providing an example through their own development and practice.
* Set an example to students in work ethic, conduct, dress code, punctuality and attendance.
* Recognise own strengths and areas of expertise and use these to advise and support others within school and across the Trust.
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the School complies with all current legislation.
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**Common Duties & Responsibilities:**

# Quality Assurance

* To set, monitor and evaluate standards at individual, team performance and service quality so that the school’s requirements are met and that the highest standards are maintained.
* To establish and monitor appropriate procedures to ensure that quality data is reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

# Communication

To establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies, and objectives are effectively communicated to all employees.

# Professional Practice

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in the quality of its service to internal and external customers.

# Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

# General Management (where applicable)

To provide vision and leadership to employees within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the school’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

# Financial Management (where applicable)

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

# Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

# Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets.

# Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Safeguarding:**

Stanley Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Failure to embrace these commitments may lead to formal action being considered.

**Equality and diversity:**

Stanley Learning Partnership is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Partnership’s initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors to Stanley Learning Partnership and the schools within it, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action being considered.

**Variation in the role:**

Given the dynamic nature of the role and structure of Stanley Learning Partnership, it must be accepted that as the Partnership’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**Person Specification**

**Post Title:** Class Teacher

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| **Application** | **Essential** | **Desirable** |
| Completed application form | ✓ |  |
| Fully supported by two references | ✓ |  |
| Well-structured supporting letter (no more than 1000 words) indicating values and vision of what you consider to be a quality education. | ✓ |  |
| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level | ✓ |  |
| Qualified teacher status | ✓ |  |
| NPQ/NPQML/NPQSL qualification |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Proven ability as an excellent class teacher in KS1 and/or KS2 within last two years | ✓ |  |
| High standards of classroom management and practice | ✓ |  |
| Successful evidence of using assessment to inform planning and measure the progress of pupils against the National Curriculum | ✓ |  |
| Successful evidence of planning and teaching engaging activities for a range of abilities within all curriculum subjects | ✓ |  |
| Experience of delivering Read Write Inc phonics |  | ✓ |
| A proven record in promoting curriculum development across a key phase or whole school |  | ✓ |
| **Professional Knowledge and Understanding** | **Essential** | **Desirable** |
| Must have a sound knowledge and understanding of the National Curriculum for all the subjects for both Key Stage 1 and Key Stage 2 | ✓ |  |
| A sound knowledge and understanding of the pedagogical issues relating to learning and teaching | ✓ |  |
| Familiarity with KS1 and 2 Standardised Attainment Tests |  | ✓ |
| Understanding of:   * Promoting positive behaviour * Statutory requirements of legislation regarding Child Protection, Safeguarding & SEND * Safeguarding in a primary school * Health and Safety implementation in the work place * Implementation of the school Equal Opportunities Policy | ✓  ✓  ✓ | ✓  ✓ |
| Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN | ✓ |  |
| Be able to keep records of pupil progress in line with school policy and use assessments of pupils learning to inform future planning | ✓ |  |
| Familiarity with writing and delivering effective Support Plans for pupils with SEN | ✓ |  |
| **Professional Skills and Abilities** | **Essential** | **Desirable** |
| A teacher with sound IT knowledge and skills relating to the class teaching, able to demonstrate the effective use of IT to enhance the learning and teaching | ✓ |  |
| Be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks | ✓ |  |
| Ability to create a rich, nurturing and safe learning environment for all pupils | ✓ |  |
| Ability to plan and work collaboratively with colleagues and other professionals | ✓ |  |
| Be willing and enjoy engaging parents in order to encourage their close involvement in the education of their child/children | ✓ |  |
| Able to contribute to whole school and Trust wide development initiatives/school improvement planning | ✓ |  |
| Communicate effectively (both orally & in writing to a variety of audiences) | ✓ |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| A teacher with a flexible approach to work who enjoys being a good team member | ✓ |  |
| 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 | ✓ |  |