

Name:

Role: **Class Teacher with English Responsibilities**

Salary Range: **MPS + TLR 2a**

Start: **September 2021**

Review Date: **July 2022**

Core Responsibilities

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- Encourage research and innovation within your teams, in partnership with the Headteacher and Deputy Headteacher.
- Actively promote the Academy's core values, and lead by example to inspire all staff, students, parents/carers and Governors.
- Work with the Leadership Team to promote the agreed vision of STEP Academy Trust, taking a lead role in the promotion and delivery of the Academy's mission and values.
- Within your team, be responsible for tracking attainment and progress, line managing staff, supporting teachers in developing their practice and leading CPD staff meetings as appropriate.
- Work with the Leadership Team to implement policies and procedures ensuring the health and safety of pupils, staff, parents and members of the wider community.
- Be responsible for line managing teachers and support staff within your team.
- Undertake any professional duties that might be delegated by the Headteacher.

Other duties

- Keep the Headteacher informed of issues arising / affecting the staff and wider Academy community.
- Act as team leader in the performance management of teachers and/or learning support assistants in accordance with the STEP Appraisal Policy.

Leading and developing others

- Generate an atmosphere of focus, drive and high expectations based on your own practice. Be a strong role model.
- Advise and support, and hold to account, teachers and support staff in your team.
- Ensure agreed structures and policies are observed by all members of the team.
- Assume responsibility for discipline within your team, meeting parents where appropriate.
- Coordinate and chair team weekly phase meetings (keeping minutes), and lead weekly planning meetings.
- Monitor planning on a regular basis to ensure it effectively meets the needs of the children.
- Regularly monitor marking and feedback in children's books, ensuring high expectations are maintained and school procedures are followed.
- Monitor and moderate the assessments of teachers in your team providing feedback.
- Support teachers in the writing of SEND Provision Maps and Passports and monitor children's progress towards achieving agreed targets.
- Agree and regularly review challenging pupil and class targets with teachers in your team.
- Coordinate formal assessments e.g. SATs and Phonics Screenings; analyse and present data.
- Evaluate standards across the year group, assess progress and identify areas of weakness. Prepare written reports for the Academy Committee when required.
- Provide good, clear information for parents.
- Oversee the organisation of class trips, journeys and productions, including risk assessments.
- Keep notes on matters relating to the team including: meetings with staff, interactions with parents and incidents involving children. Notes should be dated and key points outlined.
- Proof read end of year reports within your team, ensuring high standards of written English.

General

- *Promote the agreed vision of STEP Academy Trust.*
- *Be committed to raising standards of achievement.*
- *Provide a safe, welcoming, organised, creative and interesting learning environment.*
- *Be aware that each child has a right to equal opportunities and equal access to the curriculum.*
- *Implement all the policies agreed by STEP Academy Trust.*
- *Maintain high expectations and insist the children always produce their best.*
- *Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere.*
- *Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.*
- *Work collaboratively with colleagues in a team, setting high professional standards.*
- *Take an active part in the life of the academy.*

Evaluation, Assessment and Record Keeping

- *Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.*
- *Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.*
- *Mark work, providing regular feedback, according to the agreed Feedback Policy.*
- *Set regular ambitious yet achievable targets for the children.*

Other Responsibilities

- *Participate in scheduled meetings, including weekly staff and leadership team meetings.*
- *Participate in duty rosters, including taking assemblies, lunch and playtime duties.*
- *Participate in the school's arrangements for performance management and other professional development activities.*
- *Facilitate the training of students as required.*
- *Safeguard the health and safety of all children.*

Curriculum Responsibilities

- *Lead on a subject area, involving other staff where appropriate.*
- *Devise and implement an action plan for the current academic year.*
- *Evaluate the impact of actions at the end of the academic year.*
- *Keep up-to-date with current developments in the designated area and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services as appropriate.*
- *Where appropriate, implement assessment and tracking procedures.*
- *Where appropriate, monitor standards of achievement in the designated area.*
- *Ensure issues of equal opportunities/access are addressed in the designated area.*

Signed: _____

Date: _____

Personal Specification

Position: Class Teacher with English Responsibilities

<i>Qualifications and Experience</i>					
Essential		Desirable	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
1	DFE recognised Qualified Teacher Status, and recent and relevant CPD.		✓		
2	Record of outstanding classroom practice with at least 3 years teaching experience.		✓	✓	✓
3	Evidence of successful curriculum leadership with demonstrable impact.	Successful planning and implementation of a whole school initiative.	✓	✓	
4	Proven track record of raising standards and meeting challenging targets.	Achievement of excellent KS1 / KS2 SATs results and / or EYFS ELGs	✓	✓	

<i>Abilities and Skills</i>					
Essential		Desirable	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
5	Ability to plan, organise and prioritise work in order to meet deadlines.		✓		
6	Effective behaviour management skills; able to coach others to develop their skills in this area.		✓	✓	✓
7	Ability to communicate effectively with all members of the school community.			✓	✓
8	High standard of spoken and written English.		✓	✓	
9	Ability to think creatively and actively seek solutions to problems.		✓	✓	✓
10	Ability to lead, motivate and inspire others and to promote a positive school ethos.		✓	✓	

<i>Knowledge and Understanding</i>					
Essential		Desirable	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
11	Able to analyse, interpret and respond to performance data within a year group, identifying areas for improvement.		✓	✓	
12	Excellent understanding of curriculum and pedagogical issues, including recent developments within the primary phase.		✓	✓	
13	Understanding of innovative and creative strategies that enable children to make excellent progress.			✓	✓
14	Thorough understanding of and commitment to equality of opportunity		✓	✓	
15	Knowledge of safeguarding and child protection issues.		✓	✓	

Personal skills and attributes

Essential		Desirable	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
16	Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.		✓	✓	
17	Ability to work independently and on own initiative; take responsibility for own professional development.		✓	✓	