

## Job Description

Role:	<b>Class Teacher NQT</b>	Salary Range:	<b>MPS</b>
Start:	<b>September 2021</b>	Review Date:	<b>July 2022</b>

### **Core Responsibilities**

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- Be a creative practitioner, working within a team to support the development of the academy's vision for educational excellence.
- Plan and prepare pupils' work and lessons within the parameters laid down by the Planning Policy and academy schemes of work.
- Differentiate work so that the needs of all children are met.
- Provide guidance and advice to pupils on educational, social and moral matters.
- Be prepared to take responsibility for an extra-curricular activity.
- Keep the Headteacher informed of issues arising / affecting the staff and wider school community.
- Generate an atmosphere of focus, drive and high expectations within your classroom.
- Advise and support, and hold to account, support staff in your team.

### **General**

- Promote the agreed vision of the 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 the 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 school.
- Keep notes on matters relating to your class including: interactions with parents and incidents involving children, being mindful of GDPR regulation and the need for data to be held securely. Notes should be applied to the electronic safeguarding system, dated and key points outlined.
- Write and proof read end of year reports for your class, ensuring high standards of written English.

### **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 Marking and Presentation Policy.
- Set regular ambitious yet achievable targets for the children.

### **Other Responsibilities**

- Participate in scheduled meetings, including a weekly team meeting.
- 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.*

***For teachers M3 and above:***

- *Take responsibility for a subject area, or Academy priority area, in line with the Academy's pay and conditions policy.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Person Specification:

Role: Class Teacher

<i>Qualifications and Experience</i>					
	<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
<b>1</b>	<b><u>DFE recognised Qualified Teacher Status.</u></b>	<b><u>Experience in KS1</u></b>	✓		
<b>2</b>	<b><u>Recent relevant training.</u></b>		✓	✓	

<i>Abilities and Skills</i>					
	<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
<b>3</b>	<b><u>Ability to plan, organise and prioritise work in order to meet deadlines.</u></b>		✓		
<b>4</b>	<b><u>Effective behaviour management skills; ability to develop excellent relationships.</u></b>		✓	✓	✓
<b>5</b>	<b><u>Ability to communicate effectively with all members of the school community.</u></b>			✓	✓
<b>6</b>	<b><u>Ability to identify and implement successful inclusion strategies for all children.</u></b>		✓		✓
<b>7</b>	<b><u>Ability to promote a positive school ethos.</u></b>		✓	✓	✓

<i>Knowledge and Understanding</i>					
	<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
<b>8</b>	<b><u>Able to track and interpret class performance data, identifying areas for improvement.</u></b>		✓	✓	
<b>9</b>	<b><u>Excellent understanding of curriculum and pedagogical issues, including recent developments within the EYFS phase.</u></b>		✓	✓	✓
<b>10</b>	<b><u>Understanding of innovative and creative strategies that enable children to make excellent progress.</u></b>			✓	✓
<b>11</b>	<b><u>Thorough understanding of and commitment to equality of opportunity.</u></b>		✓	✓	
<b>12</b>	<b><u>Knowledge of safeguarding and child protection issues.</u></b>		✓	✓	

<i>Personal skills and attributes</i>					
	<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
<b>13</b>	<b><u>Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.</u></b>		✓	✓	
<b>14</b>	<b><u>Ability to work independently and on own initiative; take responsibility for own professional development.</u></b>		✓	✓	