

## JOB DESCRIPTION

Job Title	<b>CLASS TEACHER TLR3</b>
Grade	
Responsible to	Headteacher/Head of School

### Core Responsibilities

- Undertake the duties of a teacher as specified by the most recent School Teachers’ Pay and Conditions Document (STPCD).
- Lead teaching and learning in Pupil Personal Development, working with teachers across the Academy to improve their practice through team teaching, modelling lessons and leading staff training.
- Ensure the whole school team understand and adhere to the whole school approach to Pupil Personal Development (including community engagement), and have a clear understanding of the curriculum design and progression.
- Be proactive in researching and innovating within the subject, in partnership with the Head of School 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.
- Be responsible for tracking progress in pupil personal development, 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.
- Keep the Head of School informed of issues arising / affecting the staff and wider Academy community.

### Leading and developing others

- Generate an atmosphere of focus, drive and high expectations based on your own practice. Be a strong role model.
- Monitor PSHE planning on a regular basis to ensure it effectively meets the needs of the children.
- Evaluate standards across the Academy, assess progress and identify areas of weakness.
- Prepare written reports for the Governing Body when required.
- Provide good, clear information for parents.

### 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 school.

### **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.
- Review children's work and provide regular feedback, according to the agreed Feedback and Presentation Policy.
- Set regular ambitious yet achievable targets for the children.

### **Other Responsibilities**

- Participate in scheduled meetings, including a weekly staff 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.

### **Curriculum Responsibilities**

- Lead Pupil Personal Development and Community Engagement across the Academy, involving other staff where appropriate.
- Devise and implement an action plan for the current academic year, and a strategic 3 year plan.
- 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.

### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

**Job Title: CLASS TEACHER**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
1	DFE recognised Qualified Teacher Status.		✓		
2	Recent relevant training		✓	✓	
<b>Knowledge &amp; Understanding</b>					
3	Able to track and interpret class performance data, identifying areas for improvement.	Experience of end of KS1 / KS2 SATs	✓	✓	
4	Excellent understanding of curriculum and pedagogical issues, including recent developments within the primary phase.		✓	✓	
5	Understanding of innovative and creative strategies that enable children to make excellent progress.			✓	✓
6	Thorough understanding of and commitment to equality of opportunity		✓	✓	
7	Knowledge of safeguarding and child protection issues.		✓	✓	
<b>Skills &amp; Abilities</b>					
8	Ability to plan, organise and prioritise work in order to meet deadlines.		✓		
9	Effective behaviour management skills; ability to develop excellent relationships.		✓	✓	✓
10	Ability to communicate effectively with all members of the school community.			✓	✓
11	Ability to identify and implement successful inclusion strategies for all children		✓		✓
12	Ability to promote a positive school ethos.		✓	✓	
<b>Personal Skills and Attributes</b>					
13	Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.		✓	✓	
14	Ability to work independently and on own initiative; take responsibility for own professional development.		✓	✓	