



# SEAX Multi-Academy Trust

## CLASS TEACHER

### Thriftwood School & College Job Description & Person Specification

Job Title:	Class Teacher
Contract:	Main Scale Teacher plus SEN Allowance in accordance with School Teachers' Pay & Conditions Document. (For NQT's: 1 SEN to be offered at the end of a successful first year)
Responsible to:	Headteacher/Deputy Headteacher,
Based at:	Thriftwood School

NAME	
Role Focus:	
Date:	
Signature:	

### The SEAX Vision

*"The Trust academies, within the community of Essex, will:  
Provide outstanding educational experiences for children and young people with special educational needs.  
Put the well-being and achievement of pupils at the heart of all decision making."*

adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and all those with whom they work or come into contact within the course of their employment or engagement by the individual academy.

## Job Description: Class Teacher

Role
<p>“Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge up-to-date and are self-critical; forge positive professional relationships, and work with parents in the best interest of their pupils.”</p> <p><b><i>Teachers’ Standards September 2012</i></b></p>
Purpose of Job
<p>To assist in maintaining and developing the school as an outstanding school providing the highest standard of teaching and learning for all pupils.</p>
Main Duties & Responsibilities
<ul style="list-style-type: none"> <li>• To play a full part in the life of the School, promoting and modelling our ethos of respect and equality;</li> <li>• To promote excellence and enjoyment in the classroom and all aspects of School life;</li> <li>• To demonstrate commitment to safeguarding and actively promote the well-being of children and young people;</li> <li>• To plan, prepare and deliver motivating lessons in accordance with School Teaching and Learning policy and Curriculum offer;</li> <li>• To create a positive, stimulating and innovative environment for learning and maintain a well organised classroom with appropriate displays, resource areas and materials;</li> <li>• To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the School community;</li> <li>• To plan and implement a relevant curriculum to meet individual learning, personal and social needs;</li> <li>• To develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment for learning;</li> </ul>

(Continued...)

- To assess, record and report on the development, progress and attainment achieved by pupils in accordance with the School's assessment, monitoring and evaluation procedures;
- To ensure that all meetings with parents/carers (EHCP, Annual & Interim Reviews, Open Evenings etc) are supportive and focussed on the needs of the child;
- To actively promote and facilitate communication with parents/carers and their involvement in teaching and learning through a shared School/home approach;
- To actively engage in the professional development programme, monitor and assess own performance and take a proactive approach to professional development;
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Headteacher;
- To work with support staff and other teachers in the classroom to effectively plan for a range of needs and be supportive of, and sensitive to, the needs of other colleagues;
- To encourage interaction and teamwork within the School, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of School development;
- To advise other staff, including NQTs and students on teaching practice and to assist with professional development for staff and LAC members when required to do so.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the Classroom Teacher and the Local Academy Committee.

#### Other Responsibilities

- To assist the Headteacher by taking an area of responsibility within the School as agreed with the Headteacher, depending on the strengths/interests of the teacher and the present needs of the School.
- To comply with School policies and procedures and complete risk assessments as appropriate;
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- To ensure that all duties and services provided are in accordance with the SEAX Trust's Single Equality Policy.

**The SEAX Trust and Local Academy Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

## Personal & Professional Conduct

"A Teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a Teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a Teacher's professional position;
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- Showing tolerance of, and respect for, the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or which might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities."

***Teachers' Standards September 2012***

## Thriftwood Characteristics of Professional Excellence

- |              |               |
|--------------|---------------|
| • Respectful | • Dedicated   |
| • Objective  | • Responsible |
| • Judgement  | • Accountable |
| • Discretion | • Flexibility |
| • Diplomacy  | • Integrity   |
| • Listening  | • Quality     |
| • Valuing    | • Reflective  |
| • Skilled    | • Developing  |
| • Reliable   |               |