

Academies Enterprise Trust

### **Job Description**

#### **Classroom Teacher**

**Location:** Plumberow Primary Academy

**Hours of work:** Part Time

**Reports to:** Executive Headteacher

### **Purpose of the Role:**

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Responsibilities:**

#### **Planning**

As a class teacher, you will be expected to plan your teaching with regard to the school's policies and schemes of work. You will be expected to achieve progression in pupil's learning by:

- Identifying clear learning and teaching objectives and content and specifying how these will be taught
- Setting tasks for class, group and individual work, which challenge pupils and ensure high levels of pupil interest. This includes teaching through "challenges" where children's learning is not capped and they have greater ownership of the work they undertake.
- Planning, setting and responding to homework, in line with the agreed policy for each year group
- Setting high expectations for pupils' learning, motivation and presentation of work
- Setting clear targets for pupils' learning, building on prior attainment and ensuring that pupils understand what is required of them for any given task
- Identifying pupils with Special Educational Needs and knowing where to seek advice to give positive and targeted support
- Planning in the short, medium and longer term lessons which provide pace, motivation and challenge for pupils
- Using assessment of pupils attainment to plan future lessons
- Planning for pupils' personal, spiritual, moral, social and cultural development
- Ensuring that the statutory Planning, Preparation and Assessment (PPA) time is used in line with its intentions and the use of this time is on school premises and in the agreed time

#### **Teaching and Classroom Management**

As a class teacher, you will be expected to:

- Ensure that teaching and learning objectives are met through effective teaching, high expectations, sound learning and discipline and a purposeful working atmosphere in the classroom
- Establish and maintain good discipline, by following the school policy for behaviour management
- Establish a safe learning environment in which pupils feel safe, secure and confident

- Use a variety of teaching methods which will foster and stimulate enthusiasm for learning, and maintain motivation
- Incorporate into your lessons, use of the National Curriculum, school schemes of work, Interactive Whiteboards and Speaking and Listening skills
- Differentiate appropriately for all abilities in the class, setting high expectations for all but not cap pupil learning.
- Give clear instructions, presentations and question pupils effectively to ensure participation
- Respond to all pupils' work effectively, in line with the school's marking policy in line with the school's use of Progresso so that pupils are clear about how they have achieved and their next steps
- Keep effective records of children's progress
- Use opportunities to develop pupils' personal, spiritual, social, moral and cultural development
- Ensure that your classroom is organised in a way that pupils can clearly locate resources and it remains a suitable working area for adults and children
- Establish positive working relationships with all support staff who may work in your classroom and ensure they are informed of lesson planning and your expectations

### **Agreed Whole School Procedures**

As a class teacher, you will be expected to:

- Attend the agreed Parents' Evening sessions and the School Open Evening
- Keep parents informed of their child's progress during the year, through positive links with parents and in the form of an end of year report to them
- Be clear as to the direction of the school through the School Development Plan and contribute where necessary to the implementation of this
- Attend staff meetings and contribute to whole school issues during them
- Look to improve performance through continued professional development and feedback to other members of staff
- Ensure that pupil welfare duties are carried out, including playground duty and forward any pupil concerns to the relevant person.
- Not engage in any form of social media commenting (e.g. Facebook) that may lead to detrimental comments about the school, pupils or any stakeholder connected to the academy.
- Adhere to the Academies Enterprise Trust dress code and ensure that you are suitably presented for the role that you have with in the school.

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible

- Push the limits
- Be big hearted

#### Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Executive Headteacher
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

#### Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

#### Person Specification

##### Job Title: Classroom Teacher

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	
		<ul style="list-style-type: none"> <li>• Successful teaching experience</li> </ul>	
			<ul style="list-style-type: none"> <li>• Evidence of involvement in CPD activities and commitment to further professional</li> </ul>

			development
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Teaching experience</li> </ul>	
		<ul style="list-style-type: none"> <li>Relevant (to be agreed) subject and/or curriculum knowledge, understanding and expertise</li> </ul>	
		<ul style="list-style-type: none"> <li>The ability to contribute to curriculum development and innovation across a year group</li> </ul>	
		<ul style="list-style-type: none"> <li>How to direct and supervise support staff in class</li> </ul>	
		<ul style="list-style-type: none"> <li>How children and young people learn, develop and progress through life stages and events</li> </ul>	
		<ul style="list-style-type: none"> <li>How ICT can be used effectively to motivate children to learn</li> </ul>	
		<ul style="list-style-type: none"> <li>How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum</li> </ul>	
		<ul style="list-style-type: none"> <li>Health and safety practice and the role of the individual in promoting and safeguarding pupil and staff welfare</li> </ul>	
		<ul style="list-style-type: none"> <li>How to promote and contribute to the implementation of equalities and inclusion policies in schools</li> </ul>	
<b>Skills</b>	Team work	<ul style="list-style-type: none"> <li>The ability to collaborate effectively and efficiently with school teams and work with other professionals and agencies</li> </ul>	
	Communication	<ul style="list-style-type: none"> <li>Communication skills, oral, written and presentational</li> </ul>	

	Organisation	<ul style="list-style-type: none"> <li>• Ability to carry out well planned, organised and innovative lessons</li> </ul>	
		<ul style="list-style-type: none"> <li>• Proficiency in the use of ICT and the software programmes used in schools</li> </ul>	
	Behaviour Management	<ul style="list-style-type: none"> <li>• The ability to contribute to establishing, maintaining and developing positive behaviour, good order and assertive discipline in the classroom</li> </ul>	
		<ul style="list-style-type: none"> <li>• The ability to use information and data for purposes of recording, monitoring, evaluation and reporting</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>o Be unusually brave</li> <li>o Discover what's possible</li> <li>o Push the limits</li> <li>o Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	