

### **Job Description**

<b>Job Title:</b>	Class Teacher
<b>Location:</b>	Columbus School and College
<b>Hours of Work:</b>	Full time
<b>Reports to:</b>	Phase Leader

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### **Overall Responsibilities:**

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. In addition, certain particular duties, as outlined below, are reasonably required to be exercised and completed in a satisfactory manner.

### **Main Duties:**

- plan and prepare lessons and schemes of work in accordance with school policy, ensuring a variety of learning opportunities for the development of key skills
- maintain individual records of pupil's experiences and achievements in the lessons taught by you and use data to inform future planning
- contribute, as required, to the Annual Review process including the writing of reports in accordance with school policy
- prepare, implement and monitor Individual Learning Plans for pupils in accordance with school policy
- lead the class team to ensure collaborative working for the benefit of the pupils
- work collaboratively with colleagues, parents/carers, educational psychologists, therapists, social services and other outside agencies who may be involved with pupils for whom you have a responsibility
- have a thorough awareness of and regard for the confidential nature of many aspects of school information relating to individual pupils
- co-operate with colleagues to ensure the achievement of the aims of the school
- To take on a Champions role which enables further development of staff professional abilities and improves outcomes for learners
- promote positive pupil behaviour in line with school policies
- take part as required in meetings in relation to the curriculum and organisation of the school
- participate in arrangements for professional development as outlined in the school development plan or identified through the appraisal process and take responsibility for own development
- ensure the activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment and in line with school policy

- Undertake full safeguarding checks and training. Report safeguarding concerns to the Principal and liaise with Social Care colleagues as required

**Notes:**

- You will be expected to produce work of a high standard and promote high quality at all times
- You will be expected to keep yourself updated on all matters relating to school policy and you must familiarise yourself with matters relating to health and safety as they affect you personally and/or the school
- You will be expected to participate in the agreed Performance Management process
- You are expected at all times to uphold the AET core values: 'be brave, be big-hearted, be excellent, be a discoverer'

*This job description may be amended at any time, after consultation with you, to meet the changing needs of the academy or at the reasonable discretion of the Principal*

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD)
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 Principal/Group/Chief Executive
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**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications	Right to work in the UK Qualified teacher status.	Recent and relevant in-service training.
	Qualifications required for the role		
	Forward/Strategic planning	<ul style="list-style-type: none"> <li>• A clear view of planning, assessment, monitoring and evaluation, including the development of key skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Motivate, inspire and have high expectations of all pupils and the ability to respond to their individual needs.</li> </ul>
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> <li>• A sound knowledge and understanding of teaching and learning and approaches for pupils with special educational needs.</li> <li>• A commitment to quality of learning for all pupils.</li> </ul>	
<b>Behaviours</b>	Line management responsibilities	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a multi-disciplinary team, liaising effectively with other professionals to meet the needs of individual pupils.</li> <li>• An ability to work with assistant staff, enabling them to actively contribute to the learning process for pupils.</li> </ul>	
	Skills/Abilities	<ul style="list-style-type: none"> <li>• An ability to devise and implement individual learning plans to meet the specific needs of each pupil.</li> <li>• An ability to integrate detailed planning for individuals with long, medium and short term curriculum planning.</li> <li>• Ability to promote the spiritual, moral, social and cultural development of all pupils.</li> <li>• Ability to communicate effectively with pupils,</li> </ul>	

		<p>staff, parents and others involved in the life of the school.</p> <ul style="list-style-type: none"> <li>• An ability to remain calm under pressure and work to deadlines.</li> <li>• Ability to critically evaluate own performance.</li> </ul>	
Scope of the role		<ul style="list-style-type: none"> <li>• A sound knowledge and understanding of the use of ICT to support teaching and learning.</li> <li>• A commitment to the social inclusion of pupils with SEN.</li> <li>• A commitment to high achievement and a pupil centred approach.</li> <li>• Good organisational ability.</li> <li>• A commitment to continuous professional development.</li> <li>• Adaptability to changing circumstances and new ideas.</li> <li>• Effective time management.</li> <li>• Awareness of, and commitment to, equalities issues.</li> </ul>	
Budget	<ul style="list-style-type: none"> <li>• size and responsibilities</li> <li>• advice impact on budget</li> </ul>		
DBS (CRB)		<ul style="list-style-type: none"> <li>• This post is subject to receipt of a Disclosure and Barring Service Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Special requirements		<ul style="list-style-type: none"> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Ability to travel as required</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>