



Peak Edge Trust

JOB DESCRIPTION

TEACHER



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Academy trust	PEAK EDGE
SCHOOL	STANNINGTON INFANT SCHOOL
POST TITLE	CLASS TEACHER
GRADE	MAIN PAY SCALE
RESPONSIBLE TO	HEADTEACHER / DEPUTY HEADTEACHER
RESPONSIBLE FOR	Teaching Assistants and pupils
PURPOSE OF JOB	<p>To teach designated pupils and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies</p> <p>To undertake tasks related to the development of a curriculum area</p>
EMPOLYMENT DUTIES	<p>To be performed in accordance with the provision of the School Teacher's Pay and conditions document and within the range of teacher's duties set out in that document (part X11 of the Teachers Pay and Conditions Document)</p>

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process

Particular Responsibilities

- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school

Safeguarding and Promoting the Welfare of Children

- Ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice
- To promote the welfare of children by taking any suspicions, allegations or concerns about a child seriously.
- To ensure that any concerns are passed on to the Designated Safeguarding Lead/Deputy immediately. Whenever possible, this should be in written form.

Key Tasks

Class Teacher Tasks:

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents

- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

Subject related duties

Please note that the postholder should undertake these duties in an advisory role and is not accountable for making policy decisions. The postholder is not accountable for the whole school or key stage outcomes for that subject area.

- To keep abreast of developments in the postholders agreed curriculum area and disseminate these to colleagues
- To identify aspects of the curriculum area that need developing within the school and aid that development by contributing to staff meetings, staff training events and whole school development
- To advise colleagues where to go for information and advice about training and support materials in this curriculum area
- To advise and co-operate with the headteacher and other relevant staff on the preparation and development of:
 - Programmes of study for pupils
 - Teaching materials which address differentiation
 - Teaching programmes
 - Methods and styles of teaching
 - Assessment (including formative and summative assessment)
 - Pastoral arrangements
- A school policy for this curriculum area
- To recommend the purchase of appropriate resources, within a set budget
- To support the work of other staff including:
 - Assisting with an audit of staff skills and training needs in this curriculum area
 - Helping to prepare relevant documents for the curriculum area
 - Consulting with staff on the content of the development plan
 - Advising staff of appropriate in-service training within the curriculum area
- To undertake agreed professional development activity in relation to this curriculum area
- To assist the headteacher and other relevant staff in developing systematic procedures for the monitoring and reviewing of the planning, outcomes and delivery of this curriculum area.

Footnotes:

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.
Trade Union representation will be welcomed in any such consultations.



Person Specification
Main Scale Teacher

<i>Essential Requirements</i>	<u>Method of Assessment</u> <u>Interview, Application Form,</u> <u>Assessment Exercises,</u> <u>References</u>
Qualifications	
<ul style="list-style-type: none"> • Qualified Teacher Status 	Application Form & certificate at Interview
<ul style="list-style-type: none"> • Evidence of participation in professional development or study 	Application Form
Experience	
<ul style="list-style-type: none"> • Successful teaching experience or evidence of successful completion of initial teacher training 	Application Form, References, Interview
<ul style="list-style-type: none"> • Working in a socially and culturally diverse school community 	Application Form, References
Knowledge	
<ul style="list-style-type: none"> • Knowledge of the National Curriculum requirements 	Application Form, Interview, References
<ul style="list-style-type: none"> • Understands and is familiar with teaching and learning strategies 	Application Form, Interview, References
Skills and Abilities	
<ul style="list-style-type: none"> • Teaching to a high standard 	Application Form, Interview, References
<ul style="list-style-type: none"> • Relates to and motivates pupils 	Application Form, Interview, References
<ul style="list-style-type: none"> • Works well within and contributes to team development 	Application Form, Interview, References
<ul style="list-style-type: none"> • Understands and values the processes of planning monitoring and evaluation as an aid to raising standards 	Application Form, Interview, References
<ul style="list-style-type: none"> • Good classroom management 	Interview, References
<ul style="list-style-type: none"> • Evidence of a commitment to an equal opportunities policy both in service employment 	Application Form, Interview, References
Ability to Communicate Clearly	
<ul style="list-style-type: none"> • Good written and oral communication skills 	Assessment Process, Interview
<ul style="list-style-type: none"> • Good presentational and ICT skills 	Assessment Process, Interview

<ul style="list-style-type: none"> • Clear and effective in meetings and in one-to-one discussions 	Application Form, Assessment Process
<ul style="list-style-type: none"> • Skilled in conflict resolution 	Application Form, Assessment Activities, Interview
Personal Qualities	
<ul style="list-style-type: none"> • Be enthusiastic, determined and resilient 	Application Form, Interview
<ul style="list-style-type: none"> • Commitment to the values of the school's vision and ethos 	Application Form, Interview
<ul style="list-style-type: none"> • Able to work under pressure and recognise and manage stress 	Application Form, Interview
<ul style="list-style-type: none"> • Have flexibility, sensitivity and tact 	Application Form, Interview
<ul style="list-style-type: none"> • Commitment to ongoing and professional development. 	Application Form, Interview
<ul style="list-style-type: none"> • Have a collegiate and reciprocal approach to teamwork and professional development. 	Application Form, Interview
Ability to Lead	
<ul style="list-style-type: none"> • Clear vision for the future of education and able to think strategically, to identify opportunities for future developments and improvements 	Application Form, Interview
<ul style="list-style-type: none"> • Identify a need for and understand a clear process for the implementation of change and improvement 	Application Form, Interview
<ul style="list-style-type: none"> • Respond effectively and efficiently to daily challenges 	Application Form, Interview
<ul style="list-style-type: none"> • To make decisions on the basis of sound judgement 	Application Form, Interview
<ul style="list-style-type: none"> • Identify potential for individual development 	Application Form, Interview
<ul style="list-style-type: none"> • Have strategies to monitor and evaluate developments 	Application Form, Interview
<ul style="list-style-type: none"> • Have mentoring, motivational and coaching skills 	Application Form, Interview
<ul style="list-style-type: none"> • Be a professional role model 	Application Form, Interview
Safeguarding	
<ul style="list-style-type: none"> • Ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice 	Interview
<ul style="list-style-type: none"> • Current DBS certificate 	Certificate (if successful at interview)
<ul style="list-style-type: none"> • Childcare (Disqualification) Regulations Declaration (2014 update) 	Declaration completed if successful
<ul style="list-style-type: none"> • References from previous trainers or employers 	Copies of references if successful at interview