

# PARADIGM TRUST

JOB DESCRIPTION		
<b>Post Title:</b> <b>Class teacher</b>	<b>Grade:</b>	
	<b>Date:</b>	<b>Reviewed April 2015</b>
<b>RESPONSIBLE TO:      Assistant Principal/s</b>		

## General Professional Duties

- Carrying out the professional duties of a teacher as circumstances may require.
- Undertaking any duties and tasks under the reasonable direction of the Assistant Principal.

## Professional Duties

### Teaching

In each case, having regard to the curriculum for the Academy, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to the teacher. This is achieved by:-

- Planning and preparing courses and lessons in accordance with the agreed Trust policy.
- Teaching, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work to be carried out by the pupils.
- Assessing, recording and reporting on the development, progress and attainment of all pupils.

### *Other activities*

- Promoting the general well-being of individual pupils and of any class or group of pupils assigned to the teacher.
- Providing guidance and advice to pupils on educational and social matters, which includes making relevant records and reports, communicating and consulting with the parents, and with persons or bodies outside the Academy, and participating in meetings arranged for any of the purposes detailed above.
- Meeting the professional standards for teachers in England.

### Assessments and reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### Performance management

- Participating in arrangements made in accordance with current regulations for the monitoring and appraisal of performance and that of other teachers.

### Review, induction, further training and development

- Reviewing periodically, their methods of teaching and programmes of work.

- Participating in arrangements for their further training and professional development, which aim to meet the needs identified in appraisal objectives or in appraisal statements or in the case of a teacher serving an induction period pursuant to the Education (Induction Arrangements for School Teachers) (England) Regulations 2008, participating in arrangements for their supervision and training.

#### Educational Methods

- Advising and co-operating with the Principal and other teachers, on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

#### Discipline, health and safety

- Maintaining at all times, good order and discipline among the pupils with regard to health and safety.

#### Staff Meetings

- Participating in meetings at the Academy at the reasonable direction of the Principal.

#### Cover

- Providing cover for absent colleagues at the request of the Principal.

#### Public Examinations

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations and recording and reporting such assessments.

#### Administration

- Participating in administrative and organisational tasks relating to all aspects of their professional duties.
- Attending assemblies, registering pupils and supervising pupils before, during and after school sessions.

#### Working Time

- Being available for work on 195 days in any school year.
- Being required to teach on 190 days in any school year.
- Being available for 1265 hours, which shall be allocated reasonably throughout the 195 days.
- Being available to work reasonable additional hours as may be required to enable them to effectively carry out their professional duties.

#### Equal opportunities statement

Adhere to the Trust's equality policies and promote equality of opportunity at all times.

#### Commensurate statement

Undertake any other reasonable duties commensurate with the grade as determined by the Assistant Principal/Principal.

#### Safeguarding

To have due regard for safeguarding and promoting the welfare of children and young people and follow the Trust's child protection and safeguarding procedures.

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

Post Title: Class teacher	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status in the UK	✓	
<b>Professional Knowledge and Understanding</b>		
Knowledge of effective strategies to include, and meet the needs of all pupils, in particular underachieving groups of pupils, pupils with EAL and SEND.	✓	
Must have taught in the foundation stage/key stage 1 and or key stage 2.	✓	
Familiarity with KS1 teacher assessment and KS2 Standardised Attainment Tests.	✓	
<b>Professional Skills and Abilities</b>		
An outstanding classroom practitioner willing and able to teach a class in any key stage.	✓	
Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions and differentiated tasks.	✓	
Must be able to interpret data in such a way as to support the effective planning for individual pupil progress.	✓	
Must understand the purpose and application of SEND plans.	✓	
A teacher with good ICT knowledge and skills, able to demonstrate the effective use of ICT to enhance the teaching and learning of pupils.	✓	
<b>Personal Qualities</b>		
Must be willing to and enjoy engaging parents/ carers in order to encourage their close involvement in the education of their children.	✓	
A teacher with a flexible approach to work who enjoys being a good team member.	✓	
Must have good verbal and written communication skills.	✓	
Must be able to manage own work load effectively and respond swiftly to tight dead lines.	✓	
Good interpersonal skills, with the ability to inspire, enthuse and motivate others and develop effective partnerships.	✓	
Willingness to share expertise, skills and knowledge and the ability to encourage others to follow suit.	✓	
Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others.	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy.	✓	
Maintain and demonstrate a personal commitment to professional development linked to the professional standards for teachers.	✓	
<b>Additional</b>		
Ability to understand and effectively manage issues affecting pupils with challenging behaviours.	✓	
An enhanced DBS check satisfactory to the Trust will be a condition of your appointment.	✓	
All staff are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the Trust's child protection and safeguarding procedures.	✓	