

PARADIGM TRUST

JOB DESCRIPTION		
Post Title: Class teacher	Grade:	
	Date:	October 2017 (revised 2018)
RESPONSIBLE TO: Assistant Principal/s		

Main Activities and Responsibilities

Duties

The current School Teachers' Pay and Conditions document, while not having statutory effect within our Multi Academy Trust, sets out the duties which we expect teachers to undertake in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

This job description sets out the duties to be undertaken and performed to the satisfaction of the Principal by the post holder in the role of class teacher with subject manager responsibility.

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 (or an authority if employed by them).

Professional Duties

Teaching

In each case, having regard to the curriculum for the school, 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 school 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 in school and elsewhere.
- 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 school, and participating in meetings arranged for any of the purposes detailed above.

- Meeting the government's professional Standards for Teachers in England relevant to a class teacher.

Assessments and reports

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

Appraisals

- Participating in arrangements made in accordance with current regulations for the monitoring 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 Induction Regulations, 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 school 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, with the exception of tasks, which do not call for the exercise of their professional skills and judgement as detailed in the current School Teachers' Pay and Conditions Document.
- 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.
- As a Trust, we are outcomes-driven and so we are supportive of flexible ways of working, although you will need to demonstrate a successful track record of teaching to time and quality.

Particular Specific Responsibilities

The duties set out below are in addition to the overall class teaching requirement.

Management

The following duties would be dependent on the TLR allocated to the post:

- Contributing to the selection for appointment and professional development of all other teachers and non-teaching staff including the induction and assessment of new teachers
- Assisting the Principal or an assessor in carrying out threshold assessments of other teachers for whom the teacher has management responsibility.
- Co-ordinating or managing the work of other staff.
- Reviewing, developing and managing activities relating to the curriculum, organisation and pastoral functions of the school.

Management time

- A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Subject manager

- Being the identified person who leads on the subject
- Monitor the teaching of the subject throughout the school
- Support effective teaching, drive improvement and raise standards in the teaching of the subject across the school
- Raise the profile of the subject across the school, including the extended school
- Keep up to date with developments in the subject at a local and national level
- Manage the subject by ordering and organising resources and communicating developments in the subject to the governors, parents and staff
- Ensure staff receive training in the subject appropriate for their personal professional development.

Equal opportunities statement

Adhere to the Trust's equality opportunities policies and ensure anti-discriminatory practice within the service area.

Commensurate statement

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

Child protection

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

Teacher: _____

Date: _____

Principal: _____

Date: _____

PARADIGM TRUST

Job and Person Specification

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Those criteria that will be assessed at the written application form stage are marked as 'A'. Those that will be assessed as part of the selection interview process are marked as 'I'.

As a guide your written personal statement should be no more than two sides of A4.

PERSON SPECIFICATION

POST TITLE

Class teacher

	Application	Interview
Qualifications		
Educated to degree level.	A	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS.	A	
Professional Knowledge and Understanding		
Knowledge of effective strategies to include, and meet the needs of all pupils, in particular underachieving groups of pupils, pupils with EAL and SEND.	A	
Must have taught in the foundation stage/key stage 1 and or key stage 2.	A	
Familiarity with KS1 teacher assessment and KS2 Standardised Attainment Tests and assessments used to either identify SEND or plan for SEND interventions.	A	
Professional Skills and Abilities		
A consistently good classroom practitioner willing and able to teach a class in any key stage.		I
Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions and differentiated tasks and be able to demonstrate the effective use of ICT to enhance the teaching and learning for pupils.		I
An understanding of and commitment to the strategies required to maintain and improve the high standards of teaching and learning in the subject.		I
Must be able to analyse data effectively to assess pupil performance and progress.	A	
Personal Qualities		
Must be willing and enjoy engaging parents/ carers in order to encourage their close involvement in the education of their children.	A	
A teacher with a flexible approach to work who enjoys being a good team member.	A	

Must have good communication skills both orally and in writing.	A	I
Must be able to manage own workload effectively and respond swiftly to tight deadlines.	A	
Good interpersonal skills, with the ability to inspire, enthuse and motivate others and develop effective partnerships.		I
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	A	
To practice equal opportunities in all aspects of the role and around the work place in line with policy.		I
Additional		
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.	A	
To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the Trust.	A	

Applicants should note that all of the above will be tested as part of our robust selection process and should ensure all of the criteria are evidenced in the written application. Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.

This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.