

# EMMANUEL JUNIOR ACADEMY

## Job Description – Class Teacher

Job title:
Class Teacher
Salary scale:
MPS
Responsible to:
Senior Leadership Team, The Diocese of Sheffield Academies Trust (DSAT)
To be responsible for carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Headteacher within the context of the job description set out below.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

### **Purpose of Job**

- To take responsibility for teaching a class of primary children ensuring that all children make progress in their learning.
- To promote the ethos and aims of the school.
- To carry out any other duties negotiated between the postholder and the Headteacher as and when required.

### **Duties and Responsibilities in relation to pupils**

- Develop positive relationships with all children based on their achievement and promote their general progress and well-being and participation in all aspects of school life
- Create a positive and happy learning environment
- Plan and deliver stimulating learning to challenge and engage all pupils
- Drive progress for all pupils through an inclusive approach
- Show commitment and support for all pupils, building confidence and self-esteem
- Enable all pupils to acquire attitudes, skills and knowledge to promote lifelong learning
- Plan exciting learning, adapted for individuals when appropriate,
- Provide good quality well organised resources and a stimulating classroom environment
- Mark and respond promptly to children's learning and work
- Assess and track pupil progress, using the knowledge gained to plan future learning
- Set clear targets and challenging tasks, building on prior attainment
- Deliver highly effective teaching and make best use of available time
- Maintain high standards of classroom practice, hold high expectations for every child
- Monitor standards of achievement and progress

### **Duties and Responsibilities in relation to staff**

- Develop positive relationships with all members of staff
- Contribute as a team member towards maintaining and developing high standards across school
- Support and report to the leadership team
- Contribute to corporate life in school through effective participation in meetings
- Support colleagues as co-ordinator of an area of learning
- Contribute to agreed whole school initiatives
- Plan effectively to direct the work of adults who assist in the classroom.

### **Duties and Responsibilities in relation the curriculum**

- Contribute ideas for the development of an exciting and innovative curriculum,
- Support with curriculum organisation and planning relevant schemes of work
- Ensure effective delivery of the curriculum agreed by the school
- Take on the role of subject leadership (when appropriate) and coordinate, monitor, review and evaluate your subject across school.
- Keep up to date with new initiatives, attending INSET and disseminating information to colleagues

### **Duties and Responsibilities in relation to site and premises**

- Maintain a high quality, stimulating and enabling immersive learning environment within the classroom and allocated areas of the school
- Adopt an approach of shared responsibility for maintaining high standards in the wider school

### **Duties and Responsibilities in relation to the Local School Board, Parents and Community**

- Liaise effectively and positively with parents, governors and outside agencies
- Support out of school activities
- Prepare reports to parents
- Participate in activities alongside other schools and the local community

### **Overall**

- Show strong professional commitment to the pupils, the school community and own development: striving to develop outstanding teaching.
- Maintain enthusiasm, high standards and encouragement so that every child can achieve their potential.
- Demonstrate commitment to Equal Opportunities and Child Protection.
- Support school improvement through proactive involvement in whole school Initiatives.
- Maintain consistency, creativity and high expectations in teaching and learning in order to raise standards.
- Have a working knowledge of teachers' professional duties and operate at all times within the stated policies and practices of the school.
- Carry out other duties and responsibilities as the Headteacher may reasonably require, appropriate to the level expected of class teacher role.

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## Person Specification – Class Teacher

Key Areas	Method of Assessment Int, App Form, Refs Qual/Cert
<b>(i) Professional experience</b>	
<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	AF
<ul style="list-style-type: none"> <li>Evidence of participation in professional development or study</li> </ul>	AF, Ref, Int
<ul style="list-style-type: none"> <li>Successful teaching experience or evidence of successful completion of initial teacher training</li> </ul>	AF, Qual/Cert
<ul style="list-style-type: none"> <li>Willingness and ability to pursue professional learning/ further qualifications for the post</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>Willingness to promote the ethos of a church school and be actively involved in relevant aspects of school life</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>Working with children with a wide range of additional needs, including EAL, NTE and SEND.</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>Knowledge of the National Curriculum requirements</li> </ul>	AF/Int
<b>(ii) Ability to work within a professional team and to develop and promote the school's ethos and values within the Primary Phase</b>	
<ul style="list-style-type: none"> <li>Teaching to a high standard/willingness to develop</li> </ul>	AF/Int/Ref
<ul style="list-style-type: none"> <li>Relates to and motivates pupils</li> </ul>	AF/Int/Ref
<ul style="list-style-type: none"> <li>Ability to plan and assess for appropriate age range against curriculum age related expectations</li> </ul>	AF/Int/Ref
<ul style="list-style-type: none"> <li>Works well within and contributes to team development</li> </ul>	AF/Int/Ref
<ul style="list-style-type: none"> <li>Understands and values the processes of planning monitoring and evaluation as an aid to raising standards</li> </ul>	AF/Int/Ref
<ul style="list-style-type: none"> <li>Good classroom management</li> </ul>	AF/Int/Ref
<ul style="list-style-type: none"> <li>Evidence of a commitment to an equal opportunities policy both in service employment</li> </ul>	AF/Int/Ref
<b>(iii) Ability to Communicate Clearly</b>	
<ul style="list-style-type: none"> <li>Good written and oral communication skills</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>Good presentational and ICT skills</li> </ul>	AF/Int/Ref

<ul style="list-style-type: none"> <li>• Clear and effective in meetings and in one-to-one discussions</li> </ul>	AF/Int/Ref
<b>(iv) Professional knowledge and understanding</b>	
In-depth knowledge of the primary curriculum	AF/Int/Ref
Understanding and experience of assessment systems and a clear understanding of giving effective feedback and target setting	AF/Int/Ref
Effective teaching and learning strategies, demonstrating impact on pupil progress	AF/Int/Ref
A commitment to inclusion and pupil wellbeing	AF/Int/Ref
A clear understanding of SEND issues	AF/Int/Ref
A clear understanding of safeguarding and how to ensure children's wellbeing	AF/Int/Ref
<b>(v) Ability to Lead (Other than ECTS)</b>	
<b>These are desirable and linked to the career stage of applicants</b>	
<ul style="list-style-type: none"> <li>• Have a sound knowledge of subject leadership</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>• Have experience of leading a subject and able to demonstrate impact</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>• To make decisions on the basis of sound judgement</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>• Have strategies to monitor and evaluate developments in own subject</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>• Respond effectively and efficiently to daily challenges</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>• Have mentoring, motivational and coaching skills, or demonstrate a willingness to develop</li> </ul>	
<ul style="list-style-type: none"> <li>• Is able to lead, deploy and support Teaching Assistants effectively (All applicants)</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>• Be a professional role model</li> </ul>	AF/Int
<b>(vi) Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Be positive, enthusiastic and determined</li> </ul>	AF/Int/Ref
<ul style="list-style-type: none"> <li>• Able to work under pressure and recognise and manage stress, seeking support when necessary</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>• Have flexibility, sensitivity and tact</li> </ul>	AF/Int
<ul style="list-style-type: none"> <li>• Commitment to own learning and ongoing professional development</li> </ul>	AF/Int/Ref

• High expectations of self and others.	AF/Int/Ref
• Ability to relate well to children and adults	AF/Int/Ref
• Willingness and ability to work with parents/ carers	AF/Int/Ref
• Effective organisational skills	AF/Int/Ref