



City Academy
Whitehawk

JOB DESCRIPTION

JOB TITLE: Class Teacher

REPORTS TO: Headteacher

DEPARTMENT: Education

SECTION: City Academy Whitehawk

PURPOSE OF JOB

In addition to the responsibilities of class teacher as set out in the attached document and the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

PRINCIPAL ACCOUNTABILITIES

- To model and promote our school motto, 'Highest Expectations For All' and work effectively as part of our committed team to achieve our mission statement and develop our 'CAW Qualities'.
- To take responsibility for the education and welfare of a designated class or groups of children.
- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers.
- To effectively manage additional adults within the classroom where appropriate.
- To plan work in co-operation with curriculum leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.

- To make appropriate educational provision for children with SEND and those learning EAL, with support from the SENCo.
- Following policy and promoting creativity, establish a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- To take responsibility for a curriculum subject area as agreed with school leaders.
- To work collaboratively and in partnership with other members of our Aurora Trust community.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

JOB TITLE: Class Teacher

GRADE: Mainscale/UPS

DEPARTMENT: Education

SECTION: City Academy Whitehawk

ESSENTIAL CRITERIA

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| Job Related Education and Qualifications and Knowledge Experience | <ul style="list-style-type: none">• Qualified Teacher Status• Experience of teaching in primary education |
| Skills/Abilities | <ul style="list-style-type: none">• Commitment to professional learning• Commitment to, and constructive evaluation of, the school's agreed teaching and learning principles• Understanding of the National Curriculum's content• Ability to motivate children to achieve their best• Commitment to the education of the whole child• Ability to sustain an engaged, purposeful learning atmosphere• Ability to create an attractive and stimulating classroom environment• Commitment to communicating effectively within and between teams• Ability to work collaboratively and supportively with colleagues• Ability to be flexible and demonstrate initiative• Evidence of effective subject leadership (desirable)• Evidence of effectively developing 'best practice' in others (desirable) |
| Equalities | <ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Trust's Equalities Policy. |