



## **JOB DESCRIPTION**

**JOB TITLE:**           **Class Teacher**

**REPORTS TO:**       **Headteacher**

**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: Collaboration, Aspiration, Resilience, Effort, Excellence and Respect.
- To take responsibility for the welfare and education of a designated class of children.
- To take responsibility for planning and implementing school-wide teaching approaches 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 work with Headteacher, Assistant Headteachers and Curriculum Leaders to ensure that all children demonstrate progress through your delivery of our rigorous, stimulating curriculum.
- To ensure equality of opportunity through effectively adopting school-wide teaching approaches so that all children (including those with SEND, all learning dispositions and attainment bands) are motivated to achieve in an inclusive classroom.
- Demonstrate a commitment to reasonable adjustments and effectively offer appropriate educational provision for children with SEND and EAL with support from the SENDCo as appropriate.
- Following policy and promoting creativity, establish a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
- To establish positive relationships with children, 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.

#### **Further Information**

- 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**

**SECTION:**                **City Academy Whitehawk**

| <b>ESSENTIAL CRITERIA</b>                                     |   |
|---|---|
| <b>Job Related Education and Qualifications and Knowledge</b> | <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Experience of teaching in primary education</li> </ul>   |
| <b>Experience</b>   | <ul style="list-style-type: none"> <li>• Commitment to professional learning</li> <li>• Commitment to, and constructive evaluation of, the school's agreed teaching and learning principles</li> <li>• Understanding of the National Curriculum's content</li> </ul>  |
| <b>Skills/Abilities</b>                                       | <ul style="list-style-type: none"> <li>• The ability to model a consistently positive outlook, setting the tone to sustain our CAW 'buzz'</li> <li>• Ability to motivate children to achieve their best</li> <li>• Commitment to the education of the whole child</li> <li>• Ability to sustain an engaged, purposeful learning atmosphere</li> <li>• Ability to create and sustain an attractive and stimulating classroom environment</li> <li>• Commitment to communicating effectively within and between teams</li> <li>• Ability to make and act upon accurate self-evaluation and demonstrate an 'open to learning', reflective approach</li> <li>• Ability to work collaboratively and supportively with colleagues</li> <li>• Ability to be flexible and demonstrate initiative</li> </ul> |
| <b>Equalities</b>   | <ul style="list-style-type: none"> <li>• 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.</li> </ul>   |
| <b>DESIRABLE CRITERIA</b>                                     |   |
| <b>Job Related Education and Qualifications and Knowledge</b> | <ul style="list-style-type: none"> <li>• NPQML or equivalent</li> <li>• Knowledge of 'Reading Reconsidered – A Practical Guide to Rigorous Literacy Instruction, Doug Lemov'</li> </ul>   |

|                         |   |
|-------------------------|---|
| <b>Experience</b>       | <ul style="list-style-type: none"> <li>• Experience of supporting in the delivery of Read, Write, Inc. teaching</li> <li>• Experience of Talk 4 Writing teaching approaches</li> </ul>  |
| <b>Skills/Abilities</b> | <ul style="list-style-type: none"> <li>• Ability to teach at consistently effective standard that is worthy of emulation across the curriculum.</li> <li>• Ability to teach using Read Write Inc. strategies and materials with fidelity.</li> <li>• A demonstrable ability to lead a curriculum area effectively.</li> <li>• A demonstrable ability to effectively develop 'best practice' in others.</li> <li>• In collaboration with Senior Leaders, demonstrate an ability to supplement existing practice by contributing new, exciting, practical ideas.</li> </ul> |