

**TEACHING STAFF
JOB DESCRIPTION**

ROLE TITLE	Class Teacher
CONTRACTED HOURS	Full-time
LOCATION	Ditton Lodge Primary School
GRADE / SCALE POINT - SALARY	MPR
REPORTING TO	SLT & Headteacher

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:



The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

Excellent education - we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

Excellent staff - we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

Excellent support for schools - we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

KEY TASKS & RESPONSIBILITIES

As Class Teacher:

- a) Teach at the direction of the Headteacher, implementing agreed planning, assessment and target setting,
- b) Teach the National Curriculum subjects and RE as well as working with others to provide curriculum enrichment for pupils,
- c) Provide an outstanding professional model within the classroom,
- d) Provide an inclusive and personalised curriculum which meets the needs of all children; including those with Special Educational Needs and/or Disabilities and the most able,
- e) Carry out assessment, recording, monitoring and record keeping according to school policies, maintaining appropriate records which monitor the progress of the pupils and providing regular feedback to pupils in line with the Feedback & Marking Policy,
- f) Complete any relevant class termly and half termly assessment records, using school and wider trust systems,
- g) Provide information for parents, including (but not limited to) annual reports and the completion of the relevant sections of pupils' planners,
- h) Develop strong - home school links with families of children in the class,
- i) Manage and monitor the work of other adults in the classroom,
- j) Liaise closely with the SEN Team regarding the learning needs of specific pupils,
- k) Liaise closely with the Raising Standards Lead regarding the achievement of your pupils towards end of year group assessments,
- l) Play an active role in the full life of the school,

m) Make effective use of PPA time to raise standards,

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff/ pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Technical or Specialist	<ul style="list-style-type: none"> NVQ or equivalent in a relevant subject Recognised QTS A degree of 2:1 or above Evidence of commitment to own professional development High levels of subject knowledge within your year group and knowledge of statutory requirements. Evidence of positive impact on pupil outcomes in your year group and across the wider school. Evidence of effective team working. Excellent classroom teacher with a proven commitment to improving the quality of children's learning. 	<ul style="list-style-type: none"> Knowledge of School / Trust Computer systems Evidence of liaising collaboratively with colleagues
Literacy and Numeracy	<ul style="list-style-type: none"> Secondary education up to GCSE level or equivalent Ability to set out letters/ documents and to use grammar correctly Able to carry out basic calculations accurately Computer literate Able to main routine records e.g. school meals, sale of tickets, supplies. 	<ul style="list-style-type: none"> Competent and confident in use and interpretation of databases and spreadsheets.
Organisational		<ul style="list-style-type: none"> Knowledge of Trust's administrative procedures e.g. ordering/ incoming and outgoing post
Equipment / Materials	<ul style="list-style-type: none"> High level, accurate keyboard skills. Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers 	
Research	<ul style="list-style-type: none"> Able to use the internet effectively for routine research 	
Problem Solving	<ul style="list-style-type: none"> Ability to check stock deliveries accurately Ability to resolve a range of day-to-day problems, using own initiative. Know when it is appropriate to refer upwards 	
Creative Thinking	<ul style="list-style-type: none"> Design and produce documents advertisements etc 	
Planning	<ul style="list-style-type: none"> Organised and methodical approach to admin tasks Ability to manage and coordinate projects and in-house events 	

Interpersonal and Communication	<ul style="list-style-type: none"> • Tact and diplomacy second nature • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team • Positive disposition to implementing the schools' educational vision. • Ability to promote and ensure the school/academy vision is understood and acted upon by yourself. • Ability to maintain a consistent and continuous focus on pupil achievement and wellbeing. • Stamina and a positive approach to work. 	<ul style="list-style-type: none"> • Experience and understanding of IT as a tool to support learning • Experience of using iPad as a tool for teaching & learning. • Evidence of liaising collaboratively with colleagues
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time. 	
Other	<ul style="list-style-type: none"> • Able to develop genuine, empathetic relationships with young people. • High personal standards in terms of attendance, punctuality, and meeting deadlines. • High level of personal organisation skills. • Good communication skills, both written and spoken. • Solution focused disposition and a positive attitude particularly to challenge and change. • Understanding of and commitment to Equal Opportunities issues and principles and the need to apply an equal standard of care to all pupils. • Positive disposition towards inclusion of all pupils including those with learning difficulties in mainstream learning and education. • Able to work as part of a broader inclusion and pupil support system. • Ability to work as a team player and supportive of team working. • Ability and willingness to develop own understanding and capability through advice and training. • Ability to work without constant supervision, to provide assistance as and when required, to 	<ul style="list-style-type: none"> • Evidence of participating in and developing extra-curricular activities

	<p>seek tasks when unoccupied and think clearly and calmly in an emergency.</p> <ul style="list-style-type: none">• Understanding of the principles of accountability and quality assurance to achieve best possible pupil outcomes.	
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