

## ELSTON HALL LEARNING TRUST

<b>Job Title:</b>	<b>Class teacher</b>
<b>Pay Range:</b>	<b>Teachers Main Pay Scale</b>
<b>Responsible for:</b>	
<b>Responsible to:</b>	<b>Headteacher</b>

### Overall purpose of the role

Undertake a teaching and Subject Leader role in accordance with STPC, having due regard to the requirements of the National Curriculum, Teacher Standards, school policies and directions given by the Chief Executive, Executive Leader, Headteacher and the Local Governing Board.

### Specific responsibilities

#### Professional Duties

Outlined in STPCD Professional Duties and Professional Standards:

- Assist in the delivery of school curriculum guidelines and policies
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- Have total support of the school aims and ethos and the leadership drive to ensure them
- Be responsible for lesson planning; meeting the needs of pupils within a variety of teaching groups
- Monitor and assess pupils' progress, ensuring appropriate records have been kept. Use performance data and assessment to inform individual, group and class targets, lesson planning and the preparation of differentiated work which meets children's needs and which challenges all.
- Participate in arrangements for Performance Management within agreed frameworks
- Contribute to the effective deployment of support staff and resources, including effective use of the school's ICT capability
- Comply with school policies and procedures including reporting, planning, staff meetings, assemblies, registration, playground supervision and participation in parental events
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Communicate and develop effective relationships with pupils, parents and carers
- Participate in further training and professional development as appropriate
- Be committed to supporting the school's extra-curricular activity program
- Ensure good order and discipline that result in high standards of behaviour
- Safeguard pupils' health and safety

#### Teaching and Learning

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

<ul style="list-style-type: none"> <li>• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils</li> </ul>
<ul style="list-style-type: none"> <li>• Participate in arrangements for preparing pupils for end of key stage assessments</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain excellent knowledge of statutory curriculum requirements and the requirements for assessment, recording and reporting pupil progress</li> </ul>
<ul style="list-style-type: none"> <li>• Act as a role model for others through the setting of high personal standards of classroom practice. These to include the development of an effective learning environment that fosters high standards of achievement and behaviour.</li> </ul>
<ul style="list-style-type: none"> <li>• Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so</li> </ul>
<p><b>General</b></p>
<ul style="list-style-type: none"> <li>• Contribute to the aims, vision and ethos of the Trust.</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health &amp; Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.</li> </ul>
<ul style="list-style-type: none"> <li>• To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.</li> </ul>
<ul style="list-style-type: none"> <li>• Appreciate and support the roles of colleagues and other professionals.</li> </ul>
<ul style="list-style-type: none"> <li>• Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.</li> </ul>
<ul style="list-style-type: none"> <li>• To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.</li> </ul>
<ul style="list-style-type: none"> <li>• To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.</li> </ul>
<ul style="list-style-type: none"> <li>• Dress in a professional and appropriate manner, that will further support the school's policy on uniform</li> </ul>
<ul style="list-style-type: none"> <li>• Participate in further training and professional development as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.</li> </ul>