Job Description

JOB TITLE	Class Teacher
PHASE	Secondary
REPORTING TO	Head Teacher / Line Manager

Job Purpose

- To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher /form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student progress and attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To implement and uphold the policies and principles associated with all Stakeholders, including the Teachers' Standards
- To implement Thinking Schools ethos into all aspects of school life to develop children as thinkers, enabling them to achieve success and be their best self.

Duties and Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Thinking, Teaching and Learning

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; most able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)

- Implement the expectations of Reading and Writing in all areas of school life and expect high levels of pupil oracy and engagement in proficient spoken language
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Plan, deliver and support a range of enrichment activities that extend learning beyond the classroom and contribute to students' personal, social and cultural development
- Implement all Thinking strategies consistently across all areas of school life to a high standard. Be an advocate for Thinking and ensure that you maintain the standards expected of you in this area
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document
- Develop positive partnerships with parents and carers through regular communication and participation in parents' evenings and school events
- Represent the school professionally at open evenings, transition events and other activities designed to promote the school and support student recruitment

Behaviour and Safety

- Follow the school's behaviour policy, and other policies associated with ensuring the safety and wellbeing of all members of the school community
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed to support the smooth running of the school as well as pupil safety, wellbeing and social interactions.

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/ procedures
- Promote positive behaviour for learning and, where necessary, set and administer detentions in line with the school's Behaviour and Culture Policy
- Register students, accompany them to assemblies, encourage their full attendance and participation in other aspects of school life

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Provide enrichment and extra-curricular opportunities for students to increase their cultural capital
- Make a positive contribution to the wider life and ethos of the school Administration
- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where

necessary responding to advice and feedback from colleagues

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with The Trust's Professional Growth Policy

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances." All staff are expected to be committed to this aim in everything they do
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct"
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business
- This may mean undertaking tasks outside of your area of responsibility where required

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust
- All staff will be expected to utilise ICT and to improve communication and reduce paper use
- Security procedures must be followed when using ICT systems
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

  All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead

Equal Opportunities

- Actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining, and advising on data in line with Trust Data Protection policies and procedures. Having due regarding for the high level of personal and special category data processed within your role

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents, and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a **Teacher** within Thinking Schools Academy Trust.

Name:……

Signed: ……

Date: ……

Person Specification

Education & Professional Qualifications

Essential	Desirable
Qualified Teaching Status Relevant degree in the specialist subject	Evidence of continued professional development or a willingness to undertake relevant training/development

Experience

Essential	Desirable
Recent experience as classroom teacher within a secondary setting Knowledge of the relevant statutory frameworks and exam specifications Experience of teaching in relevant Key Stages in relevant subject Experience of successful strategies for raising students' achievement with innovative pedagogy Knowledge of effective behaviour management strategies and experience of implementation	

Knowledge

Essential	Desirable
An awareness, understanding and commitment to the principles of inclusion, with experience of implementing strategies for challenging all students Understanding of how to support disadvantaged students by providing rich opportunities to enable vulnerable groups to make at least good progress Knowledge and understanding of monitoring, assessment, recording and reporting of students' progress Knowledge and understanding of strategies needed to establish consistently high aspirations, outcomes and behaviour Computer literate: Experienced in using Microsoft Office 365 Suite particularly with Word, Excel and Outlook	Knowledge of careers education and guidance relevant to role Experience of developing education provision from concept to delivery Understanding of the local area and the strengths and challenges within those communities

Personal Skills & Attributes

Essential	Desirable
Models the TSAT Values: Child First, Aspire, Challenge, Achieve Possesses excellent written / verbal communication skills Takes responsibility and accountability for the consistent progress of all students within allocated class/teaching group Ability to nurture, inspire, challenge and motivate students Ability to be an exemplary role model to students at all times Resilience, motivation and commitment to driving up standards of achievement and behaviour Be able to plan effectively to meet the learning needs of all students, based on data and learning outcomes Ability to establish and develop positive and engaging relationships with parents and other stakeholders that enhance the education of all students Approachable and caring manner to meet the needs of individuals within the school community Ability to demonstrate effective liaison with school stakeholders Ability to remain calm under pressure and manage conflict/challenging conversations in a professional manner Good time management skills to ensure all directed and non-directed time is managed well and work priorities are met	

Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents, and external agencies Demonstrates calm, logical thinking and control during high-pressure situations or unexpected crises Demonstrates a non-judgemental, approachable, and empathetic demeanour Ability to deal directly and communicate routine information sensitively with confidentiality Responds positively to changing priorities, ambiguity, and evolving needs without losing momentum Proactive engagement in performance management and professional development Willingness to be an active member of the whole school community Possess the right to work in the UK	
Safeguarding & Welfare of the School Community	
Essential	Desirable
Knowledge, awareness, understanding & commitment to the protection and safeguarding of children & young people The ability to maintain appropriate relationships with all members of the school community The ability to manage colleague & student behaviour in a positive way Demonstrates an awareness , understanding & commitment to equal opportunities	