

## The Wye Forest Federation

This job description and person specification It is based on the [Teachers' Standards](#), and requirements in the [School Teachers' Pay and Conditions Document](#). Please refer to the above documents when reading this job description.

### Job details

**Job title:** Class teacher

**Salary:** main scale/UPS

**Hours:** Full Time (1.0)

**Contract type:** Permanent

### Relationships

The post-holder is responsible to Natalie Frey, Executive Head Teacher

The post-holder interacts on a professional level with colleagues and governors and seeks to establish and maintain a productive relationship with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning.

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### Duties and responsibilities

#### Teaching and Learning

- Provide a secure and purposeful learning environment that will safeguard and promote the well-being of pupils
- Plan and teach well-structured lessons, following the Primary National Curriculum and in line with the Wye Forest Federation curriculum and schemes of work
- Adapt teaching to respond to the strengths and needs of all pupils, setting high expectations which inspire, motivate and challenge them
- Liaise with the Inclusion Lead to ensure the emotional, physical, social and behavioural needs are being met for each child. Where a need is identified, ensure that the teaching and learning provision is planned for
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
- Communicate effectively with parents and carers as needed; compile written reports and profiles as required
- Promote good progress and outcomes by all pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Model and promote the behaviour expectations of the Wye Forest Federation.
- Demonstrate good subject and curriculum knowledge, keeping up-to-date with current pedagogy and statutory government requirements

- Participate in arrangements for preparing pupils for external tests ensuring the requirements of the STA are fully met.
- Work in partnership with class teachers ensuring equality of opportunity for children across the federation.

### **Management of staff and resources**

- Direct and supervise support staff assigned to his/ her class, ensuring that they are appropriately involved in supporting learning
- Contribute to the recruitment and professional development of other teachers and support staff
- Control and oversee the use and storage of resources and equipment related to his/ her teaching, maintaining an awareness of all day to day health & safety considerations

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the Wye Forest Federation's policies, practices and procedures, so as to support the Wye Forest Federation's values and vision
- Make a positive contribution to the wider life and ethos of the Wye Forest Federation
- Model and promote the Christian vision and values of the Wye Forest Federation, planning, leading and attending worship as required
- Liaise with the school admin team and/or SBM regarding all bookings, visitors and communications in a timely fashion
- Provide cover during the course of your normal working hours, in the unforeseen circumstance that another teacher is unable to teach

### **Professional development**

- Take part in the Wye Forest Federation's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Participate as required in staff meetings, and meetings with colleagues and other professionals, working as a team member to share the development of effective practice.
- Where appropriate, take part in the appraisal and professional development of others

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside Wye Forest Federation
- Collaborate and work with colleagues and other relevant professionals within and beyond the Wye Forest Federation
- Have proper and professional regard for the ethos, vision, values, policies and practices of the Wye Forest Federation, and maintain high standards of attendance, punctuality and meeting deadlines
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Additional and subject leader responsibilities**

- To have a secure knowledge and understanding of subject areas and the related pedagogy in led subjects, with an awareness of their place in the whole curriculum; to keep up to date with recent developments
- To monitor and evaluate pupil standards and achievement and the quality of planning, teaching and learning and resources in subjects led to report to the Executive Headteacher and Governors in line with the School Improvement Plan and review cycle
- To plan for future success and continual raising of standards in subjects led
- To implement and monitor subject based expectations and schemes of work and to review and, as appropriate amend it in subsequent years
- To support the planning for led subjects, including suitable opportunities to promote the subject e.g through visits, visitors, subject days etc.

- To lead staff meetings in school with a subject focus as appropriate
- To use subject-related non-contact time purposefully for developing of subject areas within the Wye Forest Federation
- To take responsibility for organising, ordering and monitoring all resources and equipment as discussed with the Executive Headteacher

The teacher will be required to safeguard and promote the welfare of children and young people, and follow The Wye Forest Federation policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

**Notes:**

This job description may be amended at any time in consultation with the post-holder.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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