SPHERE FEDERATION

Scholes (Elmet) Primary
St James' CE Primary
Moortown Primary

Job description: class teacher (main and upper pay range)

Date:
Person responsible:

Points A to D below are a Main Pay Range teacher's responsibilities as set out in Part 7 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document, and as such may be amended by subsequent documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Head of School and Head of Federation.

In addition to the duties and responsibilities of a Main Pay Range teacher, Upper Pay Range teachers are required to be highly competent in all elements of the Teachers' Standards, to ensure their achievements and contribution to the school are substantial and sustained. Upper Pay Range teachers must ensure that they discharge the accountabilities under points A to D, in addition to those identified under the Upper Pay Range Accountabilities.

More guidance around Main Pay Range teacher expectations and Upper Pay Range teacher expectations is contained in **Appraisal Target and Review Statement - Sphere 2018**; teachers will be aware of this as the core document used for performance management purposes.

1. Purpose of the job

- To facilitate and encourage learning which enables pupils to achieve high standards
- To share and support the corporate responsibility for the well-being, education and discipline of all pupils

The Job Description should be read alongside the range of professional duties of teachers as set out in the School Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the Teachers' Standards for qualified teachers and uphold these standards.

2. Consultation

In carrying out these duties, to consult, where appropriate, with the relevant senior manager, the staff in school, parents and carers, pupils and the wider community.

3. In relation to the statutory requirements

The appointment is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and class teachers and other current legislation.

Areas of responsibility and key tasks:
Main Pay Range and Upper Pay Range teachers

A. Planning, teaching and class management; to:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- providing quality written and verbal feedback with reference to Assessment for Learning;
- identifying and teaching pupils with SEND or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge for all children, including those

with SEND and the more able;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline;
- use a variety of teaching methods to:
    i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
    ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
    iii. select appropriate learning resources and develop study skills through library, computing and other sources;
    iv. secure good progress for all children from their starting points
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness.

Additional standards for nursery and early years:
- take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- manage parents and other adults in the classroom.

B. Monitoring, assessment, recording, reporting; to:
- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents and where required to the Governing Body.

C. Health, safety and discipline
- promote the safety and well-being of pupils in accordance with the school's various safeguarding policies;
- maintain good order and discipline among pupils in accordance with the school's behaviour policy.

D. Other professional requirements; to:
- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- direct and supervise support staff assigned to you and, where appropriate, other teachers;
- deploy resources delegated to you in accordance with school policies;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective implementation of school policies, practices and procedures in such a way that supports the school's vision and values;
- participate in meetings and management systems necessary to coordinate the management of the school. This includes working with others on the curriculum and/or pupil development to secure co-ordinated outcomes;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- participate in arrangements for the appraisal and review of your own performance
- liaise effectively with parents and governors;
- take on any additional responsibilities which might from time to time be determined;
- communicate with pupils, parents and carers in accordance with the school ethos, policies and practice;
- participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head of Federation / Head of School and member of staff.

Sphere Federation is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

Upper Pay Range 1, 2 Accountabilities, in addition to those for teachers on the Main Pay Range

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.

Upper Pay Range 3 (maximum) Accountabilities, in addition to those for teachers on the Main Pay Range and to those teachers on Upper Pay Range 1, 2

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head of Federation / Head of School and member of staff.

Sphere Federation is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.