

Job Description & Person Specification

EMPLOYEE NAME:	
SIGNED:	
DATE:	

Job Title:	CLASS TEACHER
Grade:	MPS1-6, plus SEN1
Based at:	Pinewood School, Ware, Hertfordshire
Reports to:	Headteacher, Deputy Headteacher
Responsible for:	Learning Support Staff
Liaison with:	Teaching staff, support staff, Headteacher, pupils, parents/carers
Job Purpose:	To assist in maintaining and developing the school provision, providing the highest standard of teaching and learning with a particular focus on sharing and supporting the School's responsibility to provide and monitor opportunities for personal and academic growth whilst upholding and teaching the school's values: Brave, Happy, Independent and Kind.
Principal Accountabilities:	"Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up to date, and are self-critical; forge positive professional relationships, and work with parents in the best interests of their pupils." <i>Teachers' Standards December 2021</i>

Job Description: Class Tutor/Teacher

The over-riding expectation is that employees and those engaged to work within PINEWOOD SCHOOL will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact within the course of their employment or engagement by the individual school.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that early Literacy and Numeracy skills are reflected in the teaching / learning experience of students.
- To undertake a designated programme of teaching.
- To ensure an outstanding learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the School's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and School procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole School's planning activities.

Curriculum Provision

- To assist Department Lead and Leadership Team member(s) responsible for Quality of Education and Teaching and Learning to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives.

Curriculum Development

- To champion your subject and assist in curriculum development in line with the needs of students, examining and awarding bodies and the School's Strategic direction.
- To assist and advise colleagues in the delivery of your subject/subjects.

Staffing

Staff Development / Recruitment / Deployment of Staff

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective / efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the School.
- To support others in their development.

Quality Assurance

- To help to implement School quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area / department in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek / implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications and Liaison

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the School.
- To follow agreed policies for communications in the School.
- To take part in liaison activities such as Annual reviews, parents' evenings, academic review days and liaison events with partner Schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Department Lead to identify resource needs and to contribute to the efficient / effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Other Specific Duties

- To play a full part in the life of the School community, to support its strategic direction, ethos and values and to encourage staff and students to follow this example.
- To support the School in meeting its legal requirements
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To contribute to the extra-curricular provision of the school

Whilst every effort has been made to identify 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

ADDITIONAL RESPONSIBILITIES

As a Form Tutor:

The Form Tutor has the key role of monitoring student progress and supporting all members of the tutor group in making progress commensurate with their ability. The main responsibilities are to assist in raising the level of performance of all students by:

1. Becoming aware of the strengths and needs of each student.
2. Undertaking regular tutor reviews with each student, providing advice as necessary on strategies to develop key skills and achieve examination targets in all subjects.
3. Monitoring and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, discipline and acceptable standards of conduct and appearance.
4. Take a lead role in the development and implementation of pupils' individual targets, setting SMART targets to enable the greatest possible opportunities for success. Promote and encourage pupil ownership of the target setting process and assist them with self-monitoring and recording.
5. Promoting high standards of behaviour and attitudes to work within the group.
6. Communicating effectively with staff and parents to achieve the targets set for the students.
7. Promptly completing administrative tasks relating to the group.
8. Attending the Annual Review of the statement of special educational need.

FURTHER RESPONSIBILITIES

Those which you do either on a paid basis, or voluntarily:

9. Undertake a specified amount of Supervision duties if applicable.
10. Offer specific activities to further enrich and develop the experience gained by the pupils' during their time at Pinewood School.
11. Undertake any additional duties and responsibilities that the Headteacher may, from time to time, request.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Pinewood School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Class Teacher/Tutor

Personal and Professional Conduct

'A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.'

Teachers' Standards 2021

Education	E	D
Educated to Level 3 (4)	✓	(✓)
Bachelors Degree or equivalent		✓
QTS, QTLS or equivalent teaching qualification		✓
Experience		
Proven ability re Curriculum Design for a range of learners	✓	
Successful experience of leading a class	✓	
Specialist Level 4 qualification in relevant subject or equivalent experience	✓	
Experience of a range of academic, social or emotional interventions		✓
Current experience of working in an educational environment	✓	
Experience of working with special educational needs		✓

Experience of managing and developing a small, effective team and motivating the team to achieve its full potential		✓
Experience of developing and sustaining positive relationships with a wide range of internal and external stakeholders		✓
Skills, abilities and knowledge		
Knowledge and understanding of education policies and practices relating to the education and training of children and young people	✓	
A 'can do' attitude and ability to generate high expectations, enthusiasm and commitment in both adults and young people	✓	
Ability to differentiate between individuals within a group setting	✓	
Relentless pursuit of the best possible education and learning in the interests of all children and young people	✓	
Strong inter-personal skills in coaching individuals at all levels to perform against their targets and objectives	✓	
Strong organisational skills	✓	
The ability to analyse and use data to establish benchmarks and set realistic targets for improvement	✓	
The ability to make effective use of stretched resources, including an ability to be creative	✓	
An understanding of what constitutes an effective classroom with high quality provision	✓	
Personal qualities		
A belief in the rights of children and young people to high quality education and to raising standards of achievement while recognising the value and worth of each individual and providing an experience which meets their needs	✓	
A consistently high level of professionalism	✓	
The ability to uphold the individual school and wider Trust's vision	✓	
Decisiveness, including challenging children, young people and others to produce positive outcomes	✓	
Ability to work calmly, patiently and sensitively under pressure and to manage and resolve conflict	✓	
A flexible style that involves appropriate stakeholders in decision making	✓	

A lifelong learner who understands the value of creative and innovative thinking	✓	
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