

### Job Description and Personal Specification

POST TITLE: Class Teacher  
ULT SCALE: PT3 to PT6 Scale  
REPORTING TO: Senior Leadership Team and Head Teacher

### JOB DESCRIPTION

#### Professional Responsibilities

1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum.
2. To monitor and support the overall progress and development of pupils as a class teacher.
3. To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
4. To contribute to raising standards of pupil attainment.
5. To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.
6. To work alongside leaders to support quality first teaching, potentially as a mentor/coach, through the school's programme of professional development, helping to drive standards at the school.

#### Teaching & Learning

1. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area/class.
2. To plan and prepare lessons.
3. To contribute to the process of monitoring and evaluation of the curriculum area/class in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required.
4. To review & reflect from time-to-time on methods of teaching and programmes of work.
5. 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.
6. To contribute to the development of effective subject links with external agencies.
7. To promote the general progress and wellbeing of individual pupils.
8. To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
9. To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups.
10. To ensure that ICT, English and Mathematics are reflected in the teaching/learning experience of pupils.
11. To contribute to the School's Development Plan and its implementation.

#### Performance Management

1. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas, including subject knowledge and teaching methods.
3. Actively engage in the Performance Management Review process.

#### Knowledge, Skills & Experience

1. To prepare and keep up to date with subject knowledge.
2. To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the subject.

#### Academy Policy

1. To help implement school quality procedures and to adhere to policies.
2. To communicate effectively with the parents of pupils as appropriate.
3. Where appropriate, to communicate and cooperate with persons or bodies outside the school.
4. To follow agreed policies for communication in the school.
5. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
6. To attend directed time meetings.
7. To register pupil, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
8. To apply the behaviour management systems so that effective learning can take place.

#### Personnel

1. To work as a member of a designated teaching and learning team and to contribute positively to effective working relations within the school.

#### Pupil Outcomes

1. To maintain appropriate records and to provide relevant, accurate and up to date information for CPOMS and (Arbor) registers etc.
2. To complete the relevant documentation to assist in the tracking of pupils.
3. To track pupil progress and use information to inform teaching and learning.

#### Resources and Accommodation

1. To ensure the effective/efficient deployment of classroom support.
2. To contribute to the process of the ordering and allocation of equipment/materials.
3. To assist others within the curriculum area to identify resource needs and to contribute to the efficient/effective use of physical resources.
4. To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, curriculum area and the pupils.
5. To report anything unsafe.

*This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.*

*Every member of staff at Pegasus has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.*

*We are an inclusive school and strive to be a learning, caring and thriving institution.*

We take the safeguarding of students and staff seriously at Pegasus. Staff are expected to support this ethos.



All teachers at Pegasus will be subject to performance against the Teachers Standards.

*I confirm that I have read and understood the details contained within this job description.  
I understand that by signing this document, I agree to the terms and conditions contained within it.*

|                                    |  |
|------------------------------------|--|
| <b>Signed</b><br><b>Print Name</b> |  |
|------------------------------------|--|

|              |  |
|--------------|--|
| <b>Dated</b> |  |
|--------------|--|

## **Personal Specification**

### **Classroom Teacher**

| <b><u>Essential Requirement</u></b>  | <b><u>Desirable Requirement</u></b>   | <b><u>Method of Assessment</u></b> |
|--|---|------------------------------------|
| <b>Qualifications</b>  |   |                                    |
| <ul style="list-style-type: none"> <li>• A Degree</li> <li>• A Postgraduate teaching qualification</li> <li>• DfE Teaching reference number</li> </ul>   | <ul style="list-style-type: none"> <li>• Further professional development opportunities undertaken</li> <li>• Advanced Skill Teacher / Excellence Teacher / Master Teacher/Specialist Leader of Education</li> <li>• Coach / Mentor training</li> </ul> | Application form/<br>Interview     |
| <b>Experience</b>  |   |                                    |
| <ul style="list-style-type: none"> <li>• Experience of teaching in KS1 or KS2 in either maintained or independent sector</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of leading teams; quality of teaching or action research in the workplace leading to impact on pupil/staff performance</li> <li>• Experience of coaching/mentoring others</li> </ul>                | Application form/<br>Interview     |
| <b>Knowledge and Skills</b>  |   |                                    |
| <ul style="list-style-type: none"> <li>• Excellent subject knowledge of the KS1 or KS2 curriculum</li> <li>• Experience of assessment under national curriculum</li> </ul>   | <ul style="list-style-type: none"> <li>• ICT competent, in particular interactive boards and Apple Technology</li> </ul>  | Interview process                  |
| <b>Personal Competencies and Qualities</b>   |   |                                    |
| <ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Strong SEND practices</li> <li>• Energy and commitment</li> <li>• The ability to work well with colleagues as part of a team</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Well organised and willingness to organise extra-curricular activities</li> <li>• Successful mentoring/coaching other staff</li> </ul>   | Interview process                  |
| <b>Motivation and Expectations</b>   |   |                                    |
| <ul style="list-style-type: none"> <li>• To be up to date with current thinking in education</li> <li>• To have a desire to develop a career looking towards further promotion</li> <li>• Commitment to professional development of self and others</li> </ul> |   | Interview process                  |