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| **C:\Users\SLT\Documents\My Received Files\IMG-20170809-WA0002.jpgOsekita Academy**  **Class Teacher Job Description** | |
| **Job Title:**  **Pay/Month:**  **Post term:** | Class Teacher  Grade 5-8 depending on experience – in particular ICT skills  Permanent |
| **Responsible to:**  **Work Base:** | **Head of School - Primary**  Osekita Academy – Iworoko Road |

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| Reporting to: Head of School - Primary |
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| Teaching Duties |
| To create and secure a commitment to learning which enthuses students and motivates them to do well through:   * Undertaking a substantial and appropriate teaching commitment. * Thorough lesson plans. * Supporting the agenda for quality, standards and student achievement. * Preparing teaching programmes for the classes being taught. * Ensuring that differentiated approaches within teaching and learning strategies support all of the students. * Defining learning outcomes for each individual student in each class taught. * Providing regular assessment of progress for each student in each class taught. * Being a class tutor to a group of students – Secondary only. * Taking an active part in the development and use of Schemes of Work for all students. * Taking responsibility for ensuring a positive learning environment within the classroom/ work areas. * Implement School policy with reference to behaviour and discipline and thus to maintaining an orderly and purposeful atmosphere throughout the school. * Contributing to course development for the benefit of learners. * Using ICT facilities in the teaching and learning programme and also for management purposes. * Contributing to the enrichment and extension programme. * Supporting events and functions as appropriate. |
| **Professional Development and Staff Support** |
| * Participating in regular training and professional development. * Observing lessons and being open to be observed by others * Working alongside other staff in the classroom to develop effective practices and approaches * Supporting in-house research into the effectiveness of different classroom techniques and approaches. * Assisting in the collaborative partnerships with other staff training. * Providing or receiving mentoring and coaching as and when appropriate. * Participating in performance management and quality assurance procedures. * Maintaining regular communication with other staff through meetings, electronic messaging, personal contact and so on. * Supporting effective teamwork and good relationships between all staff. * Participating in reviews of progress and recommendations for improvements, thus contributing to the Self Evaluation and Action Plan. * Demonstrate a commitment to professional development including active participation in the appraisal process and any relevant further training |
| Support for the Curriculum |
| * Undertake structured and agreed learning activities/teaching programs, adjusting activities according to pupil responses * Undertake programs linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use |
| **Support for the School** - Contribute to the overall ethos, values and work of the school |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support the needs of all children under your care * Ensure all pupils have equal access to opportunities to learn and develop * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of pupils before and after school and at lunchtime * Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher * Demonstrate a deep commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies of the academy * Be aware of, and comply with, policies relating to Child Protection, Health & Safety, Equal Opportunities and Confidentiality as well as general staff procedures * To be an excellent role model for staff and to observe all relevant policies and practice * Maintain confidentially and professional conduct at all times * Carry out any other reasonable request of the Headteacher * Demonstrate a commitment to professional development including active participation in the appraisal process and any relevant further training |
| **Health & Safety – Everyone’s responsibility** |
| * Co-operate with health and safety requirements. * Report all defects and hazards to the member of staff responsible for this in your school. * Complete the action risk assessments for all potentially hazardous on/off site activities. * Use, but not misuse things provided for your health, safety and welfare. * Do not undertake unsafe acts. Inform employer of any “Near-Misses”. * Be familiar with the emergency action plans for fire, first aid, bomb security and off site issues. * Raise health and safety issues with pupils. Specifically for the year 2016-2017 |

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| IMG-20170809-WA0002**Person Specification**  **Class Teacher** | | |
| *Osekita Academy is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment* | | |
| **QUALIFICATIONS**  *These are the only qualifications accepted for the role of class teacher.* | * Qualified Teacher Status through the NCE certificate; * A good Honours Degree with PGCE/PGDip. * A good Honours Degree with significant teaching experience and a willingness to undergo further teacher training development * Newly qualified NCE graduate | * Prepared themselves for the post through appropriate professional development |
| **SKILLS & EXPERIENCE** | * Successful experience of teaching (or teaching practice) in Pre-School.   Proven ability to:   * Provide a stimulating and challenging classroom environment * Differentiate to meet the needs of all learners * Use observational assessment to inform future learning * Sensitively and effectively manage the behaviour of children * Work in partnership with parents/carers * Work effectively with support staff * Able to work on their own initiative and be part of a team * Able to see tasks, plans and ideas through to completion * Able to communicate effectively in a wide variety of forms to a range of audiences | * Experience of being involved in a networked learning community * Use ICT effectively to support and enrich learning experiences |
| **ATTITUDES** | * Value the education of every student as equally important * Be committed to equal opportunities * Believe in students’ entitlement to a broad, balanced and meaningful education * Be committed to high quality in all aspects of their work * Have a collaborative approach to partnership working * Have an understanding of school systems, timetabling, data tracking for students, development, planning and implementation | * Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues * Understand and practise the principles of change management |