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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 TeacherGrade 5-8 depending on experience – in particular ICT skillsPermanent |
| **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.
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| **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
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| 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
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| **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
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| **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
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| **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
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| **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
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