

HEART Academies Trust is a family of academies, at the heart of the community, improving life chances for all through challenge and support. We strive to transform educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. HEART Academies Trust aims to bring about a substantial increase in the educational attainment, expectations and aspirations of all in the whole community.

Cauldwell School is part of HEART Academies Trust. The role of Primary Class Teacher is based at Cauldwell School.

## **Job Purpose**

- To carry out teachers professional standards and to have responsibility for an assigned class.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.

## **Line Management Responsibilities**

None

## **Common Roles of All Trust Members and of the School**

### **Main duties and responsibilities**

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- To deliver outstanding lessons where every child makes measureable progress.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings.
- Contribute to the development and co-ordination of a particular area of the curriculum.

## Primary Class Teacher

- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To participate in the schools appraisals procedures.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Head Teacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

### **Vision and Values**

- Take responsibility for policy implementation in agreed specified areas and assist with policy development where required.
- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the School.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- Assist the Senior Leadership Team to develop a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Contribute to an ethos in the School where wellbeing and respect are at the heart of the School and each student is valued and nurtured to develop personally and educationally.
- Support the effective operation of School self-evaluation systems as appropriate, and produce reports as required.

### **Leading and Managing Others and Self**

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Encourage all staff to be continually active in their personal and continuous professional development.
- Lead groups of staff in developmental activities and evaluate outcomes.

- Actively engage in the performance review process.
- Work within the Trusts' health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to Trust policies and procedures.

### **Partnerships and Communication**

Support the Senior Leadership Team in:

- Creating strong links and collaborative ways of working with Sponsors and other stakeholders, including the wider community and neighboring schools, ensuring that the School is at the heart of the community.
- Fostering and enhancing strong and continually developing links to support and develop curriculum opportunities.
- Working with other public and voluntary sector agencies, clubs and societies in the local community to develop extended services to enable the wider community to access knowledge, skills and learning opportunities.
- Supporting and developing public service, international and social enterprise activities.
- Ensuring that parents and carers are kept well informed about the school curriculum, its targets, student attainment and their part in the process of improvement; ensuring that Trust policies and procedures are regularly communicated to staff and students so that they are clear about their responsibilities.