



GRIFFIN SCHOOL

Job description – 2021 - 2022

Post:	Class Teacher
Salary & grade:	Main Grade Scale
Line Manager/ Appraiser:	Member of Leadership Group
Accountable to:	Deputy Head, Executive Head, Local Governing Body & The Elliot Foundation
Staff Responsibilities:	The post-holder may be responsible for the deployment and supervision of the work of support staff relevant to their responsibilities.

Main Purpose of job:

- Contribute to the vision and ethos at Griffin, the Federation and TEFAT.
- Actively develop our **Inside Out** Learning model in collaboration with colleagues; take risks and develop pedagogy across our different learning experiences both in class and vertical groups
- Inspire and motivate all members of our Griffin community with a sense of excitement about learning and a relentless belief in what our students and staff can achieve
- Be responsible for the learning, achievement and progress of all students in the class ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively, contributing to the Griffin & TEFAT Community, in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2015)
- Take responsibility for promoting and safeguarding the welfare of students and within the school
- Perform any reasonable duties as requested by the Executive Head.

Teaching

- Plan and deliver a rich and dynamic Griffin Curriculum including the integrated strands SMSC sessions, and ICB - ensuring the Arts play a central role.
- Work to develop, further, our **Forest School/** Outside Learning approach to **Inside Out** Learning.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, achievement, progress and outcomes of all of the students you teach constantly closing any gaps
- Be aware of students' capabilities, their prior knowledge and plan teaching, differentiate appropriately to build on these demonstrating knowledge & understanding of how students learn
- Have a clear understanding of the needs of all students, including those with special educational needs; GDS; EAL; FSM; Pupil Premium, disabilities; and be able to use and evaluate distinctive and inspiring teaching approaches to engage and support them

- Demonstrate an excellent understanding of and take responsibility for promoting high standards of English in reading, writing and spoken language work, Maths, Science and all elements of the ICB ensuring a linked approach and across all strands of students' learning
- Plan learning through the use of Flips charts, which are annotated, saved & shared with all other colleagues.
- Make accurate and productive use of assessment to secure students' progress
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to develop a real independence to their learning
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework/ Home Learning activities as appropriate (according to Griffin policy) and plan other innovative and exciting out-of-class activities to consolidate and extend the knowledge and understanding students have acquired
- Ensure an excellent understanding of the NC, DfE initiatives, assessments and Tests.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, rewards and appropriate sanctions consistently and fairly
- Lead and manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students
- Maintain excellent relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of students
- Have high expectations of behaviour, promoting self-control and independence of all students
- Carry out playground and other duties as directed within the remit of current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of students within the school, raising any concerns following school protocol/ procedures
- Adhere to all Safeguarding protocols including Health & Safety, e-safety and ICT

Team working and collaboration

- Participate in any relevant meetings/ professional development opportunities at school, within GGL or TEFAT.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the CPD of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in Griffin/ GGL and TEFAT's Self-Evaluation – review, development and management of the activities relating to the our Improvement Plan
- Contribute to all aspects of The Elliot Foundation ethos and participate in projects, meetings and other joint opportunities with partner schools
- Cover the absent colleagues within the remit of the current School Teachers' Pay and Conditions Document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school
- Register the attendance of and supervise students, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by Griffin, the Federation or TEFAT or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2013

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with Griffin's Equal Opportunities Policies. This job description will be reviewed at regular intervals and is subject to change as the needs of Griffin develop and evolve.

The Local Governing Body expects all employees to have a full commitment to the TEF equal opportunities policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the students, their parents/ carers.

Griffin is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation

Review

This job description is not exclusive and may be amended from time to time by agreement between the Executive Head and the member of staff. The job description will be reviewed annually by agreement between the Executive Head and the member of staff.

This job description is not your contract of employment or any part of it.

It may change either as your contract changes or as GGL is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but reviewed annually.

Signature of post holder:

Date:

Signature of Executive Head:

Date:

Signature of Chair of Governors:

Date: