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|  | **Booth Wood Primary School** |
| Post title | **KS1 Class Teacher 0.4 Temporary for 1 year** |
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| **Job purpose** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of pupils as a teacher * To facilitate and encourage a learning experience that provides pupils with the opportunity to achieve their individual potential. * To contribute to raising standards of pupil attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal growth end enjoyment. |
| **To whom the postholder reports to** | The postholder is responsible to:   * The Headteacher in all matters * The relevant member of the school leadership group in respect of curriculum and pastoral matters   The post holder is also expected to interact on a professional level with colleagues to promote a mutual understanding of the school curriculum to improve teaching and learning across the school. |
| **Duties and responsibilities specific to the post** | * To assist in the development of appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. * To support the whole school ethos. * To contribute to the achievement of the school’s development plan and its implementation. * To plan, prepare & evaluate lessons. * To contribute to the whole school’s planning activities. * Develop own expertise in subject areas and keep abreast of the above subject areas through research, CPD etc * To ensure the effective use of curriculum resources. * Ensure legal compliance with statutory curriculum guidance in the above subjects * Network and liaise with colleagues in other schools to ensure equity and continuity in the above subject areas * To take extracurricular activities where appropriate. * Please see the finer details of the post |
| **Generic Duties and responsibilities** | To work within the framework of national legislation and following the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:   * School policies and guidelines on the curriculum and school organisation * County policies * National Professional Standards for Teachers * National Standards for Subject Leaders * The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment * Career Expectations of Holywell Primary School. * A common core of skills and knowledge for the children’s workforce. * All teachers have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.   **The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.** |
| **Finer Details of Post** | |
| **Planning, Teaching and Classroom Management** | * Plan to teach and exercise good classroom management to achieve progression in pupils’ learning * by: * Making effective use of assessment information when planning lessons (using formative assessment and Target Tracker) * Be open to shared moderation of pupils’ work with other staff (including those in our Partner Schools) to improve the impact of assessment upon children’s learning – and other methods of critically evaluating teaching to improve effectiveness. * Identify clear teaching and learning objectives and specify how they will be taught and assessed. * Establishing and maintaining a safe environment and purposeful working atmosphere which supports learning where pupils feel secure and confident – High expectations of Behaviour for Learning * Planning opportunities to contribute to pupils’ literacy and numeracy, and their personal, spiritual, moral, social and cultural development. * Identifying the needs of individuals and groups within classes and taking note of individual support plans. * Anticipating workload and planning. * Setting tasks, including homework, that challenges pupils and ensures a high level of interest and motivation. * Providing clear structures for lessons, maintaining pace, motivation and challenge. * Maintaining a well-equipped and organised classroom with appropriate displays, resource areas and materials for the children’s use. * Assisting in the development, continuity and progression in all areas of the school curriculum by planning with colleagues as part of a team within the Key Stage or with all school staff. * Delivering effective learning for all by using a variety of teaching methods. * Managing pupils’ behaviour and standards and encouraging a high standard of behaviour and mutual respect between all members of the school community. * Celebrating the achievements, efforts and creativity of all pupils. * Using Teaching Assistants’ time appropriately and effectively. * Design and maintain a tidy, organised and stimulating learning environment for children with a vibrant display of children’s learning. |
| **Monitoring, Assessment, Recording and Reporting** | * Use effective monitoring, assessment recording and reporting to achieve progression in pupils’ * learning by: * Observing patterns of behaviour including absence and punctuality and highlighting * concerns to the SMT * Assessing how well learning objectives have been achieved and using this to improve specific aspects of teaching. * Assessing and recording pupils’ progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, inform planning and recognise the level at which each pupil is achieving. * Marking and monitoring pupils’ work and setting targets for progress – closely following the school’s Assessment, Marking and Feedback policy. * Gaining an understanding of each child’s previous educational experience and having adequate knowledge of their home background including medical concerns, ethnic origin, home language and religion. * Preparing and presenting informative reports to parents/carers. |
| **Other** | * Promote and safeguard the health, welfare and safety of pupils. * Contribute to the planning and transfer of pupils across transitional stages. * Play an active part in the Curriculum Group to which you are assigned, taking responsibility for the subject for which you have leadership. * Participate in the annual Performance Management process. * Undertake appropriate, and agreed, continuing professional development, taking responsibility for your professional development and duties regarding school policies and practices. * Taking on board constructive criticism and taking action to seek continuous improvement. * Operate at all times within the stated policies and practices of the school. * Ensure the school’s open-door policy is fully implemented so that parents/carers are made to feel important and visitors feel welcome. * Be supportive of and sensitive to the needs of colleagues; always speaking in a polite, professional and respectful manner. * Keep up to date with national, local and school initiatives relating to curriculum developments to maintain good subject knowledge. * Ensure that the school monitoring procedures are fully implemented. * Liaise effectively with parents/carers, staff and governors as necessary and establish and maintain effective working relationships with all. * Endeavour to give every child the opportunity to reach their potential and meet high expectations. * Represent the school at internal and external meetings and events as required, ensuring that positive networks are built, especially within the LPAP group. * Make positive contributions toward school initiatives including the School Development Plan * Behave in such a way that supports a positive, friendly and enthusiastic atmosphere for pupils and staff. * Be committed to sharing and following the school’s ‘whole school approach in all we do. |