

BURSTON & TIVETSHALL PRIMARY SCHOOL JOB DESCRIPTION

CLASS TEACHER

Line Manager:	Headteacher
Salary:	MPR/UPR

THE POST

The staff and children at Burstons and Tivetshall Primary Schools are looking to appoint an outstanding, highly motivated class teacher to join our small team.

Burstons Primary School, along with our partnership school, Tivetshall is member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six month probationary period.

The school is committed to the professional development of all staff and provides a safe and supporting environment to work in.

PERSON SPECIFICATION

The personal qualities expected of all teaching staff:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about their subject;
- Be highly self-motivated, able to energise and motivate others;

- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

The professional competencies qualities expected of all teaching staff:

- Be an Outstanding Teacher with evidence of impact on children outcomes with a proven track record of total commitment to helping every child achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for children and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and children;
- Liaise and work with partner schools, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the School at Open Evenings and all other events;
- Have very high expectations of the learning of all our children at all times;

JOB SPECIFICATION

General Responsibilities

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Burston and Tivetshall Primary Schools.

The teacher will be responsible to the Headteacher, for teaching using their skill, experience and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers at Sapientia Education Trust. A contribution to the wider life of the school is an expectation of all staff, for example by supporting the extra-curricular activities within the school.

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Plan and deliver good/outstanding lessons for all abilities;
- Monitor progress of the children in your classes and be prepared to provide evidence of both impact and progress;
- Liaise with the SENDCo and plan appropriately to ensure appropriate support is given to all children;
- Be willing to share teaching strategies and resources and deliver CPD within the department/School;
- Attend staff meetings and training sessions which may not fall on one of the agreed working days;
- Implement agreed school policies and guidelines;
- Provide cover, where possible for other part time staff;

- Keep up to date with school communications from the days not worked;
- Ensure handovers take place each week with the other employee who is part of the job share agreement;
- Share the planning, assessment and report writing with the other employee who is part job share agreement;
- Share parent consultations and wider school duties such as trips and after school events with the other employee who is part of the job share agreement;
- Support initiatives decided by the Headteacher and staff;
- Have class responsibility for the academic achievement and pastoral care of the children in their class;
- Provide the curriculum as agreed within the school in a stimulating classroom environment;
- Monitor and assess the children's progress and be able to set clear targets, based on prior attainment, for pupils' learning;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Report to parents on the development, progress and attainment of pupils;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum or organisation;
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management and appraisal process for the appraisal of their own performance, or that of other staff (as appropriate to experience);
- Meet deadlines for planning, target setting, report writing and other such tasks;
- To carry out any other appropriate tasks as requested by the Headteacher.

REMUNERATION

Salary Details:

- MPR/UPR

All payments are pensionable under the Teachers' Pension Scheme.

DRESS CODE

The post holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that children, staff and visitors are able to identify Burston and Tivetshall Primary School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Burston Primary School Performance Management programme.

