



## Job Description – Year 1 Class Teacher

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedure and Pudsey Primrose Hill Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

### Post Title:

Year 1 Class Teacher

### Post(s) to which directly responsible:

Executive Headteacher, Head of School, Deputy Headteacher

### Purpose of post:

To facilitate and encourage learning in Year 1 which enables pupils to achieve high standards; to share and support the corporate responsibility for the wellbeing, education and discipline of all pupils.

## Responsibilities

### Teaching and Managing Pupil Learning

- Ensure effective teaching of classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time;
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources;
- Set expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships.

### Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught;
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment;
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).

### Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching;
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress;
- When applicable, understand the demands expected of pupils in relation to the National Curriculum and/or Early Years Framework.

## **Responsibilities cont.**

### Safeguarding and Child Protection

- Pudsey Primrose Hill Primary School recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguarding children and provide a safe environment in which children can learn.

### Relationship with Parents and the Wider Community

- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context;
- Liaise with agencies responsible for pupils' welfare.

### Manage Own Performance and Development

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in subjects they teach;
- Share corporate responsibility of the implementation of school policies and practices;
- Set a good example to the pupils they teach both in presentation and personal conduct;
- Evaluate their own teaching critically and use this to improve their effectiveness;
- Implement and follow school's safeguarding and child protection policies and procedures.

### Managing and Developing Staff and Other Adults

- Establish effectiveness working relationships with professional colleagues including, where applicable, associate staff.

### Managing Resources

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met;
- To ensure promotion and support of Equal Opportunities and Health and Safety;
- To undertake other duties that are commensurate with the post.

## **Relationships**

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

## **Physical Conditions**

This post is currently based at Pudsey Primrose Hill Primary School.

Pudsey Primrose Hill has access by stairs and lift and is accessible to disabled persons to the ground floor by a portable ramp on request.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

This post is subject to an enhanced Disclosure and Barring Service check.

Pudsey Primrose Hill Primary School operates a non-smoking policy.

### **Economic Conditions**

Nature of Appointment: Fixed term starting 19/04/2022 until 31/08/2022 to cover maternity leave.

Grade: MPS.

Hours: Full-time hours.

Annual Leave: Term-time only working plus 5 extra working days at the school's discretion.

Conditions of Service: NJC conditions apply.

### **Prospects**

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Pudsey Primrose Hill Primary School encourages training both "in-house" and external to meet the needs of the individual and of the service.

### **Qualifications**

Essential: Qualified Teacher Status.

Desirable: Honours degree 2:2 or above (or equivalent).

**Job Description Prepared/Reviewed by:** *Joe Wilson, 19/01/2022*

**Job Description Approved by:** *Kathryn Dickson, 19/01/2022*

**Employee Specification:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Good level of written, oral and communication skills			A/I/T
Ability to communicate effectively orally and in writing to a range of audiences			A/I
Good level of organisational and planning skills			A/I
An excellent classroom practitioner			A/I
Work effectively as part of a team, relating well to colleagues, pupils and parents			A/I
Ability to demonstrate a commitment to equality of opportunity for all pupils.			A/I
Ability to investigate, solve problems and make decisions			A/I
Ability to demonstrate high level ICT skills in personal and educational situations			A/I
Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them			A/I
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure			A/I
Evidence of sharing in and contributing to the corporate life of the school			A/I/T

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Qualified Teacher Status			A/I/C
Knowledge of current educational practice and issues			A/I
Evidence of continuing professional development			A/I
Take responsibility for their own professional development			A/I
Effective use of ICT to support learning			A/I
Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress			A/I
Full working knowledge of relevant policies/codes of practice/legislation			A/I
Understanding of the implication of the Code of Practice for Special Educational Needs for teaching and learning			A/I

LEADERSHIP	Essential	Desirable	MOA
As the lead professional in the classroom show an ability to advise and support other staff			A/I
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate			A/I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A/I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A/I
Positive and optimistic attitude towards School Improvement and Inclusion			I
Open-minded and receptive to new ideas, approaches and challenges			I
Places high priority on effective team working and works easily and comfortably in a team environment			I
Evidence of sharing in and contributing to the corporate life of the school			I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**