

Richard Lee Primary School



**Job Description : Class Teacher with an Aspiring Leader  
of Learning Scholarship for a suitable candidate**

**TMS/UPS**

**Required for Easter 2025**

**Responsible to:    Headteacher  
                          Deputy Headteacher/Assistant Headteacher**

All staff are expected to work together in close co-operation in the interests of the children and in the development of the school. Close collaboration is seen as a mark of professionalism and it is expected that all staff will work collaboratively to implement the School Development Plan which is committed to "improve the quality of teaching and learning in our school."

The school is committed to policies of ensuring equal opportunities for all pupils and staff regardless of race, gender or disability, and to the active participation of parents in the life of the school. At all times staff should present a positive role model to the children in their care. All staff must be aware of the Safeguarding Children policy and follow the procedures in it. All staff must adhere to the Health and Safety policy as determined by the school governors.

Staff are required to implement agreed school policies and/or guidelines including those formulated during the forthcoming school year. Staff are expected to support initiatives determined by the Headteacher after consultation with the staff, or which arise from local authority or national initiatives.

There is responsibility to identify and provide for children with Special Needs in the class and to inform the SENCO as appropriate. You should regularly review IEPs as appropriate and keep parents informed. You should also make appropriate provision for pupils who are most able and ensure that they meet the high expectations set for them.

### **Professional Duties**

As a class teacher your post requires you to prepare, deliver, review and evaluate the aspects of the curriculum for which you have responsibility. This is to be undertaken in relation to school policies, curriculum documentation and the School Development Plan.

In undertaking the roles of class teacher and with the support of Planning, Preparation and Assessment Time the following need to be undertaken within your teaching:

- Differentiation to meet individual or particular group needs (Inclusion)
- Progression of skills, knowledge and understanding relevant to the age and stage of development of your class
- Breadth and balance across the National / Foundation Stage Curriculum
- The identification of appropriate Learning Objectives
- The development of speaking and listening skills, thinking skills, ICT skills and language across the curriculum
- Planning and organisation, (including pastoral and curriculum role)
- Formative assessment of progress towards learning objectives
- Evaluation of both the delivery and the effectiveness of Schemes of Work

The following duties shall be deemed to be included in the professional duties which the teacher shall be required to perform:

1.    **Teaching:**  
      Planning and preparing lessons;

Teaching, according to pupils' educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;  
Keeping efficient and appropriate records and integrating formative and summative assessment into your termly and weekly planning;  
Assessing, recording and reporting on the development, progress and attainment of pupils; in each case having regard to the curriculum for the school.

**2. Other activities**

Promoting the general progress and well being of individual pupils and of any class or group assigned to the teacher;  
Providing a stimulating classroom environment with resources appropriately placed for the pupils;  
Providing guidance and advice to pupils on educational and social matters;  
Making records of and reports on the personal and social needs of pupils;  
Communicating and consulting with parents of pupils;  
Communicating and co-operating with other specialists or bodies outside the school;  
Participating in any meetings for any of the purposes outlined above.

**3. Assessment and Reports**

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

**4. Appraisal**

Engaging in the Trust's performance management process. This is a supportive and developmental process designed to ensure that all teachers have the skills and support they need to carry out their role effectively. The process helps to ensure that teachers are able to continue to improve their professional practice and to develop as teachers.

**5. Review: further training and development**

Review from time to time your own methods of teaching and working, participating in training and professional development opportunities.

**6. Educational Methods**

Advising and collaborating with the Headteacher and other teacher colleagues on the preparation and development of schemes of work, teaching materials, methods and teaching approaches, assessment and pastoral arrangements.

**7. Discipline, Health and Safety**

Maintaining good order and discipline among the pupils according to our school code of conduct. Safeguarding the pupils' health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

**8. Staff Meetings**

Participating in meetings at school which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements.

**9. Cover**

At times Teachers will be asked to undertake cover and so far as is practicable, teaching any pupils whose teacher is not available to teach them.

**10. Pupil Examinations**

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations;  
Recording and reporting such assessments.

**11. Management**

Contribute to the selection for appointment and professional development of teaching and non-teaching staff as appropriate;  
Support the induction of Newly Qualified teachers and the assessment of students undertaking school practice;  
Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**12. Administration**

Participating in administrative and organisational tasks related to such duties as are described above, including the direct supervision of persons providing support for the teachers in school;  
Ordering and allocating materials, equipment and resources as appropriate;  
Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

**Richard Lee Primary School is committed to safeguarding, promoting the welfare of children and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance. The successful candidate will be required to undergo an enhanced DBS check.**



**Person Specification: Class Teacher  
with an Aspiring Leader of Learning Scholarship for a suitable candidate**

**Qualifications and Experience**

**Essential**

- Qualified Teacher Status/ NQT.
- Shows evidence of involvement or interest in a range of in-service activities related to the National Curriculum and primary teaching.
- Experience of working with children with a wide range of abilities and aptitudes.

**Knowledge**

**Essential**

Understanding and demonstration of:

- Up to date knowledge of curriculum areas.
- Assessment, planning and evaluation.
- Effective teaching and learning strategies.
- Curricular issues, e.g. cross-curricular themes and dimensions, assessment of the curriculum, recording and reporting.
- Inclusion policies.
- Good classroom management.
- The need to provide for the specific needs of all children.
- ICT initiatives.

**Abilities**

**Essential**

The ability to:

- Work across the primary age range.
- Work effectively under own initiative and as part of a team.
- Deal fairly and sensitively with children.
- Communicate effectively orally and in written form.
- Support children in recognising and celebrating their achievements.
- Form positive relationships with parents, carers and children.
- Benefit from opportunities for professional development.
- Participate fully in the life of the school.
- Work collaboratively and flexibly with colleagues on all aspects of planning.

### Essential

- Plan work appropriately for children, taking on board the need for differentiation, progression and relevance.
- Motivate and inspire parents, carers, staff and children.
- Positively promote the school aims and to use strategies to maintain motivation and morale.
- Show enthusiasm for new initiatives.
- Handle difficult situations sensitively.
- Promote the caring attitudes and values of our school and have a commitment to supporting the implementation of our Behaviour Policy, ensuring high standards of behaviour from the children and promoting good order in school.

### Qualities and Attributes

#### Essential

- Warmth and sensitivity in relationships with adults and children.
- Flexibility and adaptability.
- A sense of humour and a positive attitude.

### Safeguarding

#### Essential

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to the use of authority and maintaining discipline.

### General

#### Essential

- A clear, well presented application that reflects an understanding of the requirements of the post.
- A good health and attendance record in accordance with the Trust's promoting health at work procedure.
- Someone who is articulate and persuasive at interview, showing confidence and enthusiasm.

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## **Safeguarding**

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

## **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

## **Health and Safety**

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

## **Confidentiality and Data Protection**

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

## **Equality and Diversity**

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

## **Training**

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.

## Aspiring Leader of Learning Scholarship for a suitable candidate

A two year scholarship

Bursary of £1000 per annum

This is an opportunity for a good teacher who is looking for the next step in their development. We are offering the following scholarship package alongside a teaching post:

- A two-year training scholarship to develop excellent practice within our school
- This scholarship is to enable you to:
  - Observe good and outstanding practice in a range of school settings across our Trust
  - Prepare inspirational resources
  - Lead on aspects of intervention
  - Share good practice
  - Develop a 'leadership of learning' challenge
  - access to a personal mentor
  - Participation in a selection of teaching and/or leadership training modules
  - Professional leadership profiling
  - Participation in the Trust's annual Learning and Teaching Conference