Job Description: Class Teacher – Year 3, maternity cover Temporary contract

LADYBARN PRIMARY SCHOOL

REPORTS TO: Assistant Headteacher for Phase
Head of School
Executive Headteacher

GRADE: Teachers Pay & Conditions

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the Trust and school agreed curriculum and school policies.

MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national, Trust and school policies.

2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

PRINCIPAL ACCOUNTABILITIES

1. To plan work for the class in accordance with national, Trust and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.

2. To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.

3. To make appropriate educational provision for children with SEND and those learning EAL, with support from the SENDCo and EAL lead

4. To provide children with opportunities to manage their own learning and become independent learners.

5. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.

6. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.

7. To maintain a high standard of display both in the classroom and in other areas of the school.

8. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.

9. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.

10. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.

11. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.

12. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

13. To liaise with support staff both school based & from other external bodies as required.

14. To take responsibility for the management of other adults in the classroom.

15. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.

16. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

17. To take responsibility for a curriculum subject area as agreed with the headteacher as detailed below

    - Promote the teaching of the agreed subject throughout the school, according to the requirements of the Trust curriculum

    - In conjunction with the senior staff, be responsible for the implementation and management of the agreed subject area from Nursery to year 6.

    - Take responsibility for monitoring the subject in terms of teaching and learning, outcomes and resources

    - Offer support and advice to colleagues.

18. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.

Person Specification – Teacher

Selection Criteria	Method of Assessment	Essential
At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.		
1 Experience		
1.1 To be a qualified teacher	Application form	√
1.2 To have had experience of teaching children in Primary in an urban setting	Application form/Interview	√
1.3 To be able to demonstrate a track record of very strong observation feedback	Application form/Interview	√
2 Abilities/Classroom Related		
The successful candidate will have:		
2.1 The ability to create a purposeful, orderly, supportive and stimulating environment for pupils' learning	Application form/Interview	√
2.2 The ability to match teaching to children's individual needs so that one's own pupils' time is used effectively	Application form/Interview	√
2.3 The ability to use a variety of teaching styles including whole class, group and individual approaches in which clear targets are set for pupils' learning	Application form/Interview	√
2.4 The ability to identify and provide for pupils with individual educational needs	Application form/Interview	√
2.5 The ability to establish and maintain consistent high expectations of pupil behaviour through well focused and well-paced teaching	Application form/Interview	√
2.6 The ability to establish effective working relationships with colleagues, involving support staff in the management of learning	Application form/Interview	√
2.7 The ability to pro-actively communicate and work with parents and carers	Application form/Interview	√
3 Curriculum		
To be able to teach effectively and to ensure continuity through:-		
3.1 Knowledge of current up to date approaches and curriculum specified for the relevant Key Stage	Application form/Interview	√
3.2 Planning, delivering and assess learning activities to inform future planning	Application form/Interview	√

Selection Criteria	Method of Assessment	Essential
3.3 The assessment, recording and reporting of pupils against both teacher and attainment targets	Application form/Interview	√
4 Personal Style & Behaviour		
The successful candidate will have:		
4.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	Interview	√
4.2 Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Application form/Interview	√
4.3 The flexibility to adapt to changing workloads, demands and new school challenges	Application form/Interview	√
4.4 Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of pupils	Application form/Interview	√
4.5 Personal commitment to continuous self-development	Application form/Interview	√
4.6 Personal commitment to the school's professional standards, including dress code as appropriate	Interview	√
5 Special Knowledge		
5.1 Understanding of learning, social and pastoral needs of pupils	Application form/Interview	√
5.2 Awareness and understanding of the various cultures represented in urban areas	Application form/Interview	√
5.3 Awareness and understanding of the principles of equal opportunities	Application form/Interview	√
6 References		
6.1 Positive recommendation(s) in 2 professional references		√
6.2 DBS clearance/no adverse outcomes from the DBS check		√