



Warden Park Primary Academy

Reach for the Stars

Warden Park Primary Academy

Requires:

**Y5 Class Teacher - Full time, Maternity
Cover**

18th October 2021 to 31st August 2022

NOR 463

Warden Park Primary Academy

New England Road,

Haywards Heath,

West Sussex

RH16 3JR

Tel: 01444 451264

Email: office@wardenparkprimary.co.uk

Website: www.wardenparkprimary.co.uk

Job Description

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the attached paper 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Job Purpose

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve well.

Core Requirements of the Post

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in pupils and colleagues;
- Build team commitment with colleagues and in the classroom;
- Engage and motivate pupils;
- Demonstrate analytical thinking;
- Improve the quality of pupils' learning;
- professional practice in line with the school's aspirations and priorities;
- Promote the wider aspirations and values of the school and Academy Trust;

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- understanding and applying effective classroom management;
- understanding and applying a range of teaching strategies;
- positively targeting and supporting individual learning needs;
- effectively using homework and other extra curricular learning opportunities;
- demonstrating appropriate consistent progress for the majority of pupils across all teaching areas
- effectively managing other adults in the classroom.

b) Monitoring, Assessment, Recording, Reporting

- use performance data to evaluate pupils' progress and set appropriate targets for improvement;
- use assessment to inform planning and teaching;
- report on progress to all stakeholders.

c) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Know subject(s) or specialism(s) to enable effective teaching;
- Take account of wider curriculum developments;
- Incorporate national strategies in all teaching;
- Communicate learning objectives;
- Contribute positively and effectively to the Every Child Matters agenda;
- Undertake professional development to enhance teaching and pupils' learning, and
- Apply outcomes and identify impact
- Share outcomes with colleagues
- Take responsibility for professional learning.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Responsible to: The Headteacher & Key Stage leader

Responsible for: Teaching Assistant

Person Specification

This person specification should be used in relation to the relevant Job Description

	Essential
Qualifications	Qualified Teacher status
Experience	The Class Teacher should have experience of: <ul style="list-style-type: none"> teaching a key stage within the Primary Phase,
Knowledge and understanding	The Class Teacher should have knowledge and understanding of: <ul style="list-style-type: none"> the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); statutory National Curriculum requirements at the appropriate key stage; the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; the positive links necessary within school and with all its stakeholders; effective teaching and learning styles.
Skills	The Class Teacher will be able to: <ul style="list-style-type: none"> promote the school's aims positively, and use effective strategies to monitor motivation and morale; develop good personal relationships within a team; establish and develop close relationships with parents, governors and the community; communicate effectively (both orally and in writing) to a variety of audiences; create a happy, challenging and effective learning environment.
Personal characteristics	<ul style="list-style-type: none"> Approachable Committed Empathetic Enthusiastic Organised Patient Resourceful Resilient

Application Procedure

Visits to the school

There will be opportunities to visit the school prior to applying. Please ring the school office on 01444 451264 to arrange a visit.

Applications

Candidates should complete the application form and return it where possible by email to office@wardenparkprimary.co.uk so that it is received no later than 12pm, 7th July.

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You may wish to provide an additional statement in support of your application, if so, this should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

Selection Procedure

The shortlist will be drawn up at **12pm on 7th July** and the interview process will take place **Wednesday 14th July**. Further details will be sent to those candidates called for an interview.

Applicants will be advised on the shortlisting date whether they have been successful via email or telephone. Please ensure your application includes current contact details. If you are not contacted by the end of the day on 7th July you can assume you have not been shortlisted.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring form.

Postage

Ideally we would prefer you to email your application to office@wardenparkprimary.co.uk. However if you prefer to post your application please ensure that you attach the correct postage. Insufficient postage occasionally leads to application forms being received after the closing date for application has passed.

Safer Recruitment

Warden Park Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.