

Stanton Drew Primary School

Upper Stanton

Stanton Drew BS39 4EQ

Tel: 01275 332820

sdps@bishopsuttonstantondrew.co.uk

Bishop Sutton Primary School

Wick Rd

Bishop Sutton BS39 5XD

Tel: 01275 332817

bsps@bishopsuttonstantondrew.co.uk

**The Federation of**

**Bishop Sutton and Stanton Drew Primary Schools**

**Job Description – Primary Class Teacher**

**Multi Academy Trust:** Lighthouse Schools Partnership

**School:** Bishop Sutton Primary School

**Staff name:** Class Teacher

**Relationships:** Accountable to: The Headteacher

Liaison with: All school staff

Responsible for: Learning support assistants and other adults working within own class

**Salary Grade:** MPS

**1. Purpose of Job**

The primary purpose of this post is to:

* teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
* ensure that pupils make good progress towards their individual learning goals;
* develop children’s SMSC values, as well as their self-esteem, self-discipline, confidence and independence;
* maintain the positive ethos and core values of the school, both inside and outside the classroom;
* contribute to constructive team-building amongst teaching and support staff, parents and governors;
* contribute professional knowledge and skill to the development throughout the school of specific activities or subjects;

Please note that this job description should be read alongside the ‘Conditions of Employment of Teachers other than Headteachers’ in the School Teachers’ Pay and Conditions Document and the Teachers’ Standards document. Both documents define the professional duties expected of a teacher.

**2. Principal Accountabilities**

2.1 Support and uphold school policies, guidelines, procedures and initiatives;

2.2 To take part in whole-school reviews of policy and aims, and in the revision and formulation of guidelines and policies;

2.3 Plan appropriately to meet the needs of all pupils, providing appropriate support and challenge;

2.4 Be able to set clear targets for children, based on prior attainment, for pupils’ learning;

2.5 Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;

2.6 Be responsible for the safeguarding and welfare of all children - especially children in the teacher’s own class;

2.7 Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;

2.8 Provide regular and accurate feedback to children that contributes to the good progress of pupils (in line with the school’s policies);

2.9 Develop positive relationships with and between pupils to optimise learning and social development;

2.10 Report to parents on the development, progress and attainment of pupils;

2.11 Develop opportunities for parents to understand and support their child’s learning including the provision of homework tasks in line with school policy;

2.12 Participate in assessment arrangements agreed by the school and as legally required;

2.13 Have a positive approach to behaviour management, in accordance with the school’s systems and procedures, ensuring good and respectful behaviour and fostering positive relationships with every child;

2.14 Participate in the school’s collaborative curriculum leadership structure across the federation, including attending staff meetings and team meetings;

2.15 Communicate and co-operate with specialists from outside agencies;

2.16 Lead, support and guide support staff within the classroom as appropriate;

2.17 Participate in the performance management system for the appraisal of your own performance, or that of other staff;

2.18 Contribute to and support the aims and ethos of the School;

2.19 Participate in staff training;

2.20 Help ensure that subject-matter and learning resources reflect Lighthouse Schools Partnership and School policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties as listed in this job description and defined within the School Teachers’ Pay and Conditions Document.

**Specific curriculum or other responsibilities**

2.21 To take an area of curriculum leadership as agreed with the SLT (depending on strengths and experience).

This job description is reviewed annually or earlier if necessary. In addition it may be amended at any time after consultation with the postholder. It does not form part of the contract of employment but describes the way the postholder is required to perform and complete the particular duties described above.

Date: September 2020

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Postholder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher)

**Person Specification**

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| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | Qualified Teacher status | Recent and relevant INSET training and a commitment to further professional development  Additional recent and relevant qualifications |
| Experience | Teaching at Key Stage 2 (This should be evidenced in teaching practice for NQTs)  High degree of competence in use of IT across the curriculum | Teaching in more than one Key Stage  Working in successful partnership with parents.  Preparation of statutory National Curriculum tests;  Working in partnership with other schools  Leading a whole school initiative/project |
| Knowledge and understanding | Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);  Planning and preparation of lessons as part of an exciting and differentiated curriculum;  Statutory National Curriculum requirements at the appropriate key stage;  Monitoring, assessment, recording and reporting of pupils’ progress;  Equal Opportunities, Health & Safety, SEN and Child Protection;  The positive links necessary within school and with all its stakeholders;  Effective teaching and learning styles. | Secure in different teaching and learning styles and how to provide for those differences across the curriculum |
| Skills and attitudes | Ability to deliver excellent teaching and facilitate excellent standards of learning  Ability to create a happy, challenging and effective learning environment.  Commitment to promoting the school’s aims positively, and use effective strategies to monitor motivation and morale.  Demonstrate good personal relationships within a team;  Ability to establish and develop close relationships with parents, governors and the community;  Demonstrate effective communication skills to a variety of audiences;  Commitment to delivering a skills-based curriculum and raising aspirations based on ‘Learning without Limits’ principles  Willingness to work collaboratively across the federation and with other colleagues in Lighthouse Schools Partnership | Able to develop strategies for creating community links  Demonstrate a commitment to environmentally-friendly and sustainable working practices  An insight into what is really important for the children in our school |
| Work-related personal requirements | Passionate about teaching and learning, and able to enthuse and reflect on experiences  Form excellent relationships with children, staff, parents, governors and all other stakeholders  Willingness to be involved in the wider life of the school and its community  Ability to prioritise and be calm under pressure  Excellent interpersonal/communication skills  Ability to maintain a good sense of humour, a willingness to learn and a commitment to being an outstanding teacher |  |

[Evidence for all areas to be taken from application form, references, and interview activities]