

JOB DESCRIPTION

FOR TEACHERS OTHER THAN HEAD TEACHERS

SCHOOL: MATTERSEY PRIMARY SCHOOL

NAME OF POSTHOLDER:

<i>Job title:</i>	<i>Temporary Part Time Class Teacher</i>
<i>Pay Scale:</i>	<i>Mainscale</i>
<i>Job purpose:</i>	<i>To provide education and care for pupils of the school</i>
<i>Post(s) Responsible to:</i>	<i>Headteacher and Governors of the School</i>
<i>Post(s) Responsible for:</i>	<i>Class Teacher plus Subject Coordinator</i>
<i>Date of issue:</i>	<i>17 June 2022</i>

CORE REQUIREMENTS OF THE POST:

- As a *Class Teacher* you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Annex A.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Head Teacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head Teacher.

PARTICULAR RESPONSIBILITIES:

The post requires you to:

- teach pupils within the age range 3 to 7 years in accordance with the professional duties of a teacher.
- take an equitable share of whole school curriculum care and management responsibilities.
- carry out your duties in line with the key tasks and management procedures of the school
- carry out subject leader roles as appropriate
- line manage teaching assistants as appropriate

Issued by:

Received by:

Head Teacher

Post Holder

ANNEXE B

POLICY RELATING TO THE WORKING PRACTICE OF A CLASS TEACHER

(This does not form part of the contract of employment)

Areas of responsibility and key tasks:

A. Planning, teaching and class management, to:

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

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:
- match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, ICT and other sources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;

Additional standards for nursery and early years -

take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;

encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;

use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;

manage parents and other adults in the classroom.

B. Monitoring, assessment, recording, reporting to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

C. Other professional requirements to:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

	MATTERSEY PRIMARY SCHOOL PERSON SPECIFICATION Class Teacher				
	ESSENTIAL	ESSENTIAL	DESIRABLE	EVIDENCE	WEIGHTING High = 2 Low = 1
Qualifications/ Experience Education & Training	<ul style="list-style-type: none"> ❖ Qualified teacher status ❖ Qualified teacher status relating specifically to ages 3-8 years ❖ Experience of working with children in Foundation Stage and Key Stage 1 ❖ Experience of co-ordinating a subject 	* *	* *		
Knowledge and Understanding	<ul style="list-style-type: none"> ❖ Statutory National Curriculum requirements at Foundation stage and KS1 ❖ The monitoring, assessment, recording and reporting of pupils' progress in FS & KS1 ❖ The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection ❖ Ability to plan, teach and manage a class effectively to promote learning ❖ To be able to differentiate pupil's work to meet the needs of all learners ❖ To provide good pace and motivation in lessons ❖ To be able to use positive behaviour management strategies 	* * * * * *			
Inter-personal skills	<ul style="list-style-type: none"> ❖ The ability to work closely with another teacher to ensure effective learning for pupils ❖ Be a good communicator and listener and come across as approachable to families ❖ Have the ability to motivate others ❖ Be sensitive to the needs of others without compromising vision 	* * * *			

Skills	<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 ❖ Ability to maintain accurate records and effectively communicate the learning and next steps for the children with the job share teacher ❖ High expectations for pupils to achieve their full potential ❖ Good organisational skills in order to maintain a tidy and productive learning space 	<ul style="list-style-type: none"> * * * * * * * * 			
Other	<ul style="list-style-type: none"> ❖ Smartly presented on visiting school and for interview ❖ Have a positive and optimistic disposition ❖ Committed to continuous professional development ❖ Experience of working in a "job share" role ❖ Flexibility within your role to the needs of the school and children 	<ul style="list-style-type: none"> * * * 	<ul style="list-style-type: none"> * * 		
Specific Requirements	<ul style="list-style-type: none"> ❖ Suitability to work with children ❖ To have a secure understanding of the safeguarding procedures ❖ To have experience of using safeguarding procedures 	<ul style="list-style-type: none"> * * 	<ul style="list-style-type: none"> * 		