**KEY STAGE 1 TEACHER**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**THORNHILL PRIMARY SCHOOL**

**Post:**  Key Stage One Teacher

**Salary:** MPR/UPR

**Responsible to:** Head teacher

**Working arrangements**

This is a full time post of 37 hours a week, 52 weeks per year, starting from January 2022.

**Job Purpose**

To ensure the effective teaching in the KS1 Curriculum so that students can develop skills and

knowledge

**Duties**

The Teacher is responsible for contributing to the teaching of students of all abilities in KS1. The fluid nature of the development of the Academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review.

**Curriculum**

The class teacher will be required to:

1. Ensure that the aims of Schemes of Work and the knowledge, skills and attitude to be imparted to students through the Department, are in keeping with the general aims of the Academy
2. Work with colleagues on the development and delivery of courses, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements appropriate to the delivery of the curriculum.
3. Plan and prepare courses and lessons
4. Set and mark the work of students
5. Assess, record and report on student progress, and on the personal and social needs of students
6. Promote the progress and well being of individuals and classes
7. Ensure that students with special needs, gifted or less able, are catered for appropriately; to liaise with the Academy SENCO on students with learning difficulties
8. Play an active part in ensuring that all students are working to their potential and achieving improved standards
9. Keep abreast of curriculum developments affecting the department and be prepared to discuss matters affecting the curriculum as a whole
10. Provide guidance on educational and social matters
11. Participate in all arrangements for public examinations
12. Review from time to time methods of teaching and programmes of work
13. Communicate and consult with parents of students
14. Communicate with appropriate persons or bodies outside the Academy
15. Participate in meetings arranged for any of the purposes above
16. Provide or contribute to oral and written assessments, reports and references for students
17. Participate in statutory arrangements for appraisal
18. Participate in arrangements for training and professional development
19. Participate in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements
20. Provide cover as required, teaching any students whose teacher is not available to teach them
21. Ensure that Health and Safety issues are properly understood and procedures followed
22. Ensure that all safeguarding policies and procedures are adhered to

**Staff**

The class teacher will be required to:

1. Co-operate with colleagues and the Head of Department on all professional matters.
2. Support the induction of NQTs as required and support the training of student teachers when they have been accepted into the Department and support colleagues new to the Academy
3. Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when members of the department are absent

**Communication and meetings**

The class teacher will be required to:

1. Attend and contribute to appropriate meetings for the team
2. Support effective communication by forwarding topics / issues for consideration at meetings and any relevant documentation

**Finance**

The class teacher will be required to:

1. Observe budgetary control measures, contribute to monitoring expenditure as required, and make effective use of available resources.
2. Contribute to the maintenance of effective resources for learning - textbooks, students materials, equipment, rooms.

**General**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the Academy
* Observe strict confidentiality in all activities.
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required

Note: The duties required of all teachers under Pay and Conditions ofService Legislation are a necessary part of this description.

**PERSON SPECIFICATION – KEY STAGE 1 TEACHER**

The person specification is an indication of the qualifications, knowledge and experience, skills and qualities needed to carry out the role. It will be used in the short listing and interview process for this post. The person appointed to the post will demonstrate:-

**Qualifications**

*Essential:*

Qualified Teacher status

Appropriate numeracy and literacy qualifications

Evidence of continuing professional development

**Knowledge and experience**

*Essential:*

A good understanding of primary practice,

A thorough knowledge of and enthusiasm for literacy and reading in particular

A good understanding of how children learn and can actively promote and support developments in teaching and learning

Have high expectations of student achievement and behavior

The experience of supporting students of differing abilities and backgrounds

Previous experience of teaching at Key Stage One

Demonstrable record of accomplishment

*Desirable:*

Experience of the OFSTED inspection process

 Experience of KS1 SATs

**Skills**

Have classroom and personal management skills, which include:

*Essential:*

An outstanding teacher

An ability to use strategies to improve pupil attainment

Excellent organiser

 An ability be an active team member, to achieve the Academy’s aims

 An ability to communicate clearly to a number of different audiences

 An ability to encourage, motivate, and enable students

 An ability to promote strong links with parents and the wider community

 A competent user of ICT

*Desirable:*

A willingness to develop knowledge and skills to prepare for further promotion

**Qualities**

Have clear personal qualities, which include:

 Enthusiasm

 Sense of humour

Good interpersonal skills

 The drive to make a difference