SCARCLIFFE PRIMARY SCHOOL

CLASS TEACHER
Job Description

Location: Scarcliffe Primary School, Fox Hill, Scarcliffe, Chesterfield, S44 6TH

Salary: Redhill Academy Trust Teachers Main / Upper Pay Scale

Hours of work: Part time – 0.6 FTE

Responsible to: Headteacher and Governing Body

Post objective: The post holder will be required to carry out the duties of a KS1 school teacher as set out in the current School Teachers' Pay and Conditions Document.

Main Duties and Responsibilities:

ETHOS:

To work understand and support the school's core values:

- Children should be at the heart of everything we do.
- All children are unique and should feel valued.
- Pupils learn best when they are happy and lessons are fun.
- Children should access the very best quality of education in order to fulfil their full potential.
- Our curriculum should be broad and balanced and must encourage children to be creative and take risks.
- We are inclusive and should make pupils aware of, and celebrate, diversity in our wider community.
- We all have a right to feel safe.
- We should all be respectful and caring to others

TEACHING:

- Plan and prepare effective and stimulating lessons to a mixed year 1/2 class;
- Teach according to the educational needs of the pupils assigned to you, including the setting and marking;
- Work to be carried out by the pupils in school and elsewhere;
- Assess, record and report on the development, progress and attainment of pupils;
- Demonstrate good classroom practice in the following areas:

a) Classroom organisation
b) Standards of achievement
c) Pupil motivation and discipline

d) Presentation of work
e) Care and maintenance of all resources
f) Display and general learning environment;

- Liaise with colleagues as appropriate in areas of curriculum planning;
- Use the allocated PPA time to plan effective lessons which have clear learning objectives, learning outcomes and content and appropriately structured subject matter that matches the needs of the pupils. PPA should also be used to assess pupils and prepare report.
- Have high expectations of the pupils' behaviour, academic and social abilities, and set clear targets that are both realistic, measurable and which build upon prior knowledge or attainment;
- Employ homework regularly (in accordance with the School Homework Policy) to consolidate and extend learning and encourage pupils to take responsibility for their own learning.

TEAM CURRICULUM AREA:

- To be responsible for the agreed curriculum area throughout the school;
- To promote this area of the curriculum;
- To be responsible for resources and materials for that area;
- To review the area's policy and schemes of work in consultation with colleagues;
- To monitor and evaluate the implementation of the policy;
- To maintain a curriculum file comprising of policy, schemes and other relevant information;
- To support and inform staff regarding resources, activities and ideas, to develop the area throughout the school;
- To organise INSET when necessary;
- To lead staff meetings when necessary;
- To be aware of new initiatives in your subject/area and to develop links with support and other outside agencies;
- Take account of all pupils' individual needs;
- To monitor and evaluate teacher assessments/test results where appropriate and general pupils' progress

OTHER ACTIVITITES:

- Encourage pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness;
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- Provide guidance and advice to pupils on educational and social matters;
- Make records of and reports on the personal and social needs of pupils;
- Liaise with parents or guardians of pupils;
- Communicate and co-operate with persons or bodies outside the school where necessary;
- Participate in meetings arranged for any of the purposes described above;

- Take a full part in school assemblies as required.

ASSESSMENT AND REPORTS:

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge;
- Be familiar with statutory assessment and reporting procedures, and to prepare and present informative, helpful and accurate reports to parents;
- Make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform teaching and learning planning;
- Write informative annual reports to parents/carers;
- Discuss pupils' progress and welfare with parents/carers – both formally, eg at parent's evenings and also informally at other times;
- Contribute towards the implementation of IEPs, particularly the planning and recording of appropriate targets, actions and outcomes;
- Provide or contribute to oral and written reports and references relating to individual pupils and groups of pupils.

APPRAISAL:

- Participate in the agreed arrangements for the management of your performance and that of other teachers.

SAFEGUARDING:

- Work in line with the school's own safeguarding policies and procedures and be proactive in reporting concerns promptly.
- Engaged in safeguarding training to ensure that you continue to have an up-to-date, working knowledge of policies, procedures and safeguarding issues.
- To take on the role of Deputy DSL, if directed by the head teacher. Training to be provided.

REVIEW – FURTHER TRAINING AND DEVELOPMENT:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning;
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available;
- Implement and develop pedagogic procedures introduced through school, local or government initiatives.

EDUCATIONAL METHODS:

- Advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

DISCIPLINE, HEALTH AND SAFETY:

- Maintain good order and discipline among all the pupils, safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

STAFF MEETINGS:

- Participate in meetings at school which relate to the curriculum for the school or the administration or organisation of the school including pastoral arrangements.

ADMINISTRATION:

- Register the attendance of pupils.

ACCOUNTABILITY:

- Be responsible to the Headteacher.

WORKING TIME:

You are required to:

- Be available for work for 195 days per year (FTE) of which 190 days shall be days on which you will be required to teach pupils in addition to carrying out other duties (pro-rata for part-time staff);
- Be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any year, those hours to be allocated reasonably throughout those days in the year on which you are required to be available for work (pro-rata for part-time staff);
- Take on such extra responsibilities and duties, as negotiated, in support of the life and work of the school commensurate with your status and in accordance with the School Improvement Plan;
- Put into practice the school's Belonging Policy (Equal Opportunities Policy) and any other policies of the Governing Body as are agreed from time to time.

In addition to the requirements as set out above you shall work such additional hours as may be needed

to enable you to discharge effectively your professional duties, for example, marking pupils' work, preparation of lessons, teaching material and teaching programmes. The time outside the 1265 hours (pro-rata for part time staff) shall not be defined by the Headteacher but shall depend upon the work needed to discharge your duties. The school year is a period of 12 months, normally commencing 1st September. The job description may be reviewed and changed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

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Person Specification

	Essential	Desirable
Qualifications	QTS	
Experience, Knowledge & Skills	Understanding of (and clear dedication to support) our school vision: "At Scarcliffe, we nurture a safe, caring community where everyone strives to be their very best — now and in the future." Previous teaching experience in Key Stage 1, either in post, or as part of a training programme A proven record of providing high quality teaching and learning leading to accelerated progress Knowledge and skills to deliver a KS1 curriculum, that excites children and employs different learning styles Experience of working with children with Special Educational Needs and More Able pupils in a classroom situation, either in post or as a training programme Experience of assessing against the National Curriculum. Positive and pro-active management of behaviour Commitment to participating fully in the life of the school Ability to work effectively as part of a team Self-motivated and passionate about teaching and learning. Well-developed communication and interpersonal skills Excellent questioning skills to move children's learning on. A commitment to safeguarding all children Availability to work in school on Monday, Tuesday and Wednesday	Evidence of participation in developmental training Experience of teaching in mixed age classes A reflective practitioner Experience of/interest in working across the primary age range Ability to question the status quo

REDHILL ACADEMY TRUST
Equality and Achievement

SCARCLIFFE PRIMARY SCHOOL