



KS1 Class Teacher

Subject leadership of English and Phonics

Job Pack

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KS1 Class Teacher

Full time – Fixed term contact until July 2024.

Main Scale M1 – M6 applications.



Organisational information

Responsible to: Headteacher

Functional links with: Pupils, staff, parents/carers, SLT, LA offices, Governors, Teachers at other schools and other agencies as necessary.

Main purpose of role

- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class.
- To contribute to raising standards of pupil achievement.
- To promote the progress and well-being of every child in the class.
- To undertake the professional duties and responsibilities of a teacher as set out in the current "School Teachers Pay and Conditions" document and the "Teachers' Standards Document".

Role Profile

- Applicants must bring with them enthusiasm and expertise in the teaching of English and Phonics
- To teach pupils assigned to them and to ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- To role-model the core values and ethos of the school in every aspect of school life.
- Assist in the development of appropriate syllabuses, resources, schemes of work, policies and teaching strategies within the school.
- To ensure the effective and efficient use of any staff that is supporting teaching and learning in the classroom.
- To implement and follow school policies and procedures as approved by the governors and the SLT.
- To set targets for pupils based upon their prior achievement.
- Provide an enabling learning environment where resources can be accessed appropriately by pupils.
- To participate in the performance management process for the evaluation of their own performance.
- To promote outstanding behaviour in accordance with the School's' positive behaviour management policy.
- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school.
- To bring to the attention of the SLT any safeguarding issues or absence concerns and to contribute to solutions.
- To mark/give feedback on work set in school in accordance with the marking policy so that pupils understand how to improve their work.
- To assess, record and report on the attendance, progress, development and achievement of pupils and keep records as required.
- To take part in the School's' staff development programme by participating in arrangements and opportunities for continuous professional development.



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- To attend and participate in meetings which relate to the School's' management, curriculum, administration or organisation.
- To work with outside agencies.
- To report to parents on the development and achievement of pupils.



General Information

The post holder will be required to comply with organisation's policies and procedures. The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The post holder will promote the Academy's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Other information

Disclosure type: enhanced



Person Specification

	Essential Criteria	Method of Assessment
Experience	<ul style="list-style-type: none">• Evidence of good/outstanding teaching experience in primary education.• Evidence of good classroom management skills.• Ability to create a happy, challenging and enabling learning environment.• Experience of working with and/or developing links with parents and/or the wider community.	AF, I
Skills and Abilities: Including personal attributes	<ul style="list-style-type: none">• Understanding of safeguarding and child protection procedures• A clear and good understanding of current educational issues, theory and practice, with particular regard to: The National Curriculum Equality and issues relating to pupils' access to learning.• Good written and oral communication skills.• Ability to plan time and organise work effectively.• Ability to work as part of a team towards a common purpose.• Commitment to safeguarding and promoting the welfare of all of our children.	AF, I
Qualifications and Training	<ul style="list-style-type: none">• Willingness to undertake further training, as appropriate.• To have QTS• Evidence of participation in relevant CPD• Evidence of participation in child protection/safeguarding children training.• ICT literate.	AF, I

