



## **Crigglestone St James CE Primary Academy**

### **JOB DESCRIPTION: MPS TEACHER**

**Responsibility areas:** to teach full time, work alongside a team of colleagues to develop provision and undertake any additional tasks required by the leadership team. This may include leadership responsibilities relating to areas/aspects of school and leading groups of staff/children.

**Key Purpose:** to ensure that the children make progress both academically and socially: maintaining highest expectations of behaviour, attitude to learning and conduct and supporting the development of the academy in its wider role.

#### **Specific Duties**

- Teach the children in line with the National Curriculum and academy requirements.
- Provide long, medium and short term curriculum plans in line with academy policies – as required.
- Plan the effective use of teaching resources, including other adults in the classroom.
- Review and assess own teaching to improve own performance and maintain successful pupil outcomes.
- Differentiating resources and equipment so lessons can be accessed by all pupils.
- Monitoring pupils' classwork and homework, providing feedback and setting informed targets.
- Evaluate pupil achievement through ongoing assessments, pupil tracking and record keeping and discuss/feedback information with/to colleagues, including the Headteacher.
- Use assessments and data to inform planning.
- With SLT, set challenging targets for individual pupils. Be committed to the academy's target setting and monitoring systems for pupil progress.
- Report to parents through informal feedback, parents' evenings and written reports in line with academy policy – as required.
- Manage an effective working environment in the classroom, with regard to health and safety issues.
- Maintain a stimulating, productive classroom learning environment that promotes and celebrates learning in line with academy policies.
- With support from the SENDCo write and regularly review Learner profiles for children with SEN – as required. Liaise with parents, staff in school and outside agencies - where necessary.
- Promote and sustain learning and teaching through the transition arrangements between year groups and/ or key stages, as appropriate.
- Understand and use the school's safeguarding procedures and actively promoting pupils' wellbeing and safety.
- Promote the academy positively in the wider community.
- Other than MPS1 take on board aspects of leadership under the request of senior leadership.
- Actively support school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability.
- Work as part of a team to evaluate and develop pupils' learning needs.
- Use the school's behaviour policy to ensure effective classroom management

#### **Responsibilities**

- Keep up to date with relevant curriculum developments.
- Organise and monitor curriculum resources.
- Attend relevant INSET and liaise with outside professionals.
- Undertake relevant CPD
- Work alongside colleagues.
- Display commitment to the ethos and success of the school.

This job description may be amended at any time after discussion with the Headteacher and will be reviewed annually.



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### **PERSONNEL SPECIFICATION: MPS TEACHER**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"><li>• Experience of teaching in the primary setting</li><li>• Involvement in the full life of the school</li></ul>	<ul style="list-style-type: none"><li>• Experience of delivering extra-curricular activities</li><li>• Involvement with parents as partners</li><li>• Experience of working with SEN children</li></ul>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Teaching Qualification, including QTS</li><li>• Degree</li><li>• Primary Training</li><li>• Understanding of the National Curriculum</li><li>• Safeguarding Training</li></ul>	<ul style="list-style-type: none"><li>• Additional training relating to assessment systems for the National Curriculum.</li><li>• An understanding of how to deepen learning and key concepts across the curriculum.</li></ul>
<b>Special Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Clear primary philosophy and a sound understanding of the primary curriculum.</li><li>• Excellent behaviour management skills.</li><li>• Excellent personal organisation and communication skills.</li><li>• The ability to work as part of a team.</li><li>• Excellent planning and organisational skills.</li><li>• Effective oral and written communication skills.</li><li>• Awareness of the needs of pupils with SEND.</li><li>• An understanding of how a pupil's learning is affected by their intellectual, emotional and social development, and the stages of child development.</li><li>• Ability to use ICT across the curriculum.</li><li>• Ability to create a stimulating, well-organised classroom environment</li><li>• Awareness of safeguarding issues.</li><li>• Awareness of and ability to use assessment strategies.</li></ul>	<ul style="list-style-type: none"><li>• Awareness of inclusion (including SEN and most able learners).</li><li>• Experience of using a range of assessment strategies to support children's learning.</li><li>• An understanding of the importance of parental involvement.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Be committed to teaching</li><li>• A proactive approach to team work and be supportive of colleagues.</li><li>• The ability to form excellent relationships with staff, parents, governors and children.</li><li>• Have warmth and humour.</li><li>• Be positive and enthusiastic.</li><li>• Be able to accommodate to changes in priorities.</li><li>• Be able to anticipate workload and plan ahead.</li><li>• Be able to develop effective relationships with parents.</li><li>• Be able to encourage and enable others to reach their full potential.</li><li>• Have a desire to contribute to whole school initiatives.</li><li>• Show commitment to Continued Professional Development.</li><li>• Have confidence to support our school's Christian character.</li><li>• Take pride in personal appearance.</li></ul>	<ul style="list-style-type: none"><li>• Have self-confidence.</li><li>• Be able to relate well to other professionals.</li><li>• Have a flexible approach</li><li>• Have the ability to co-ordinate a curriculum area.</li></ul>