



St. Helen's Primary School

Head Teacher: Mrs Julia Walker

Colne Road Bluntisham Cambridgeshire PE28 3NY

01487 841468 | office@st-helens.cambs.sch.uk

POST HOLDER:

POST TITLE: Main Scale KS2 Teacher (Maternity Cover)

SCALE:

RESPONSIBLE TO: Headteacher

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

As a Main Pay Range teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2018, and as may be amended by subsequent Documents, and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher:

1. Teaching

- 1.1 Plan and teach lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment and progress.
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Participate in arrangements for preparing pupils for external examinations.

2. Whole school organisation, strategy and development

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

3. Health, safety and discipline

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

4. Management of staff and resources

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

5. Professional development

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication





- 6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

8. Fulfil wider professional responsibilities

- 8.1 Make a positive contribution to the wider life and ethos of the school;
8.2 Lead a subject area, linked to an area of expertise/interest

9. Subject leader responsibilities

9.1 Strategic Direction and Development of the Subject (with the support of, and under the direction of, the head teacher and senior management team)

- develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives;
- use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development/improvement plan;
- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

9.2 Teaching and Learning

- use your own class as an example of high quality teaching and learning in the subject;
- ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and set clear learning objectives through an agreed scheme of work, developed in line with the school development/improvement plan;
- establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data;
- evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- develop effective links with the local community including parents, business and industry;
- ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

9.3 Leading and Managing Staff

- enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities;





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- ensure that the head teacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development/improvement plan.

9.3 Effective Deployment of Resources

- support the head teacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;
- support the head teacher by maintaining efficient and effective management of the expenditure for the subject;
- help colleagues to create a stimulating learning environment for the teaching and learning of the subject;
- take on any additional responsibilities which might from time to time be reasonably determined.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.

This job description may be amended at any time after discussion with the Head teacher, but in any case will be reviewed in September 2021.

Signed: Head teacher Date:

Signed: Post holder Date:





Temporary Class Teacher Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
WELFARE OF CHILDREN	<ul style="list-style-type: none"> actively committed to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> up to date first aid qualification including administering an epipen
KNOWLEDGE	<ul style="list-style-type: none"> clear philosophy of education Teacher's Standards and expectations of role Mathematics and English Curriculum 	<ul style="list-style-type: none"> Key subject knowledge to lead a subject area School will develop applicants' knowledge as necessary
SKILLS AND ABILITY	<ul style="list-style-type: none"> outstanding class teacher good organisational skills communicates effectively with a variety of people able to work as part of a team committed to actively promoting British values creating stimulating learning environments and experiences 	<ul style="list-style-type: none"> provision of extra-curricular activities
EXPERIENCE	<ul style="list-style-type: none"> Whole Class teaching in KS2 	<ul style="list-style-type: none"> planning for and managing teaching assistants working with pupils with a variety of SEN needs provision for high ability / gifted and talented pupils Working with mixed age groups
EQUALITY	<ul style="list-style-type: none"> understanding and commitment to the principles of equal opportunities 	
QUALIFICATIONS	<ul style="list-style-type: none"> Qualified Teacher Status Literacy and Numeracy Skills test (NQTs) Degree or equivalent 	





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PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none">committed to personal professional development	<ul style="list-style-type: none">demonstrates an interest in professional debate concerning current issues
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JOB TITLE: Class Teacher (temporary)

SCALE: Main Scale

