



## Job Description – Thurston CE Primary Academy

Thedwastre Education Trust is a local multi-academy trust in the heart of Suffolk. Our four village primary schools work very closely together to use the talents within all our schools for the benefit of our pupils.

We are looking for talented and enthusiastic individuals to work in our schools who embrace our ethos of partnership, collaboration and mutual support and will flourish working within our growing family of schools.

**Title of Post:** KS1 Class Teacher Fixed Term

**Location:** Thurston CE Primary Academy

**Purpose of the Job:** Key Stage 1 Class Teacher

**Accountable to:** Headteacher/Trust CEO

**Scale / salary:** MPR

Thurston CE Primary Academy is a caring school with a strong team of dedicated staff and governors working towards our key aim, to provide a supportive environment which will enable children to achieve their potential across all strands of learning.

At the heart of learning is a strong partnership between school and home. We strive hard to achieve this and look forward to working with you so that together we can provide the very best all round education for your children.

We currently have approximately 245 pupils in our school organised into eleven classes from Reception to Year 6. We have recently relocated to a larger area in Norton Road in Thurston to accommodate the huge expansion, which will see the school go from being able to accommodate 210 pupils to 420.

The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).



We are committed to and champion equality and diversity in all aspects of employment within the Thedwastre Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

All teachers are required to undertake the duties of School Teachers as set out in the School Teachers' Pay and Conditions Document.

### General professional duties

#### **Curriculum:**

- to follow the curriculum for the academy, and to promote the development of the abilities and aptitudes of all the pupils in any class or group
- planning and preparing lessons (where appropriate, working with colleagues to deliver units of work in a collaborative way)
- teaching, according to the educational needs of all pupils, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- assessing, recording and reporting on the development, progress and attainment of pupils
- You may also be called upon to teach other pupils from age 4-11 years as required by the academy and in consultation with the Head Teacher.

#### **Particular duties:**

- promoting the general progress and well-being of individual pupils and of any class or group of pupils
- to teach a class in KS1 across the full range of subject areas
- making relevant records and reports
- making records of and reports on the personal and social needs of pupils
- communicating and consulting with the parents of pupils
- communicating and co-operating with persons or bodies outside the school and participating in meetings arranged for any of the purposes described above
- support the aims and ethos of the school
- to liaise effectively with other members of staff in the delivery and evaluation of the curriculum including anyone sharing class teacher responsibilities
- to follow the policies of the school
- to carry out playground and assembly duties as required
- to liaise with and direct all classroom assistants assigned to work with the pupils in your care
- to maintain the pupil records of the pupils in your class including SEN records and School Based Support
- to administer statutory and non-statutory tests as required
- to work within a team to lead an area of learning/specific area

#### **Assessments and reports:**

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- where appropriate, to participate in the appraisal of their own performance and that of other teachers

#### **Review, induction, further training and development:**

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for further training and professional development as a teacher, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements



- participating in the arrangements for the supervision and training of a teacher in training or serving an induction period **3 of 5**

#### **Educational methods:**

- advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Keep informed of latest national/local developments in the field of education

#### **Discipline, health and safety:**

- maintaining good order and discipline among the pupils and 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:**

- to attend staff meetings and INSET as required

#### **Cover:**

- supervising and so far as practicable teaching any pupils whose teacher is not available to teach them (except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year)

#### **Testing pupils:**

- participating in arrangements for preparing pupils for tests, assessing pupils for the purposes of such tests, conducting tests and recording and reporting assessments

#### **Administration:**

- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions. (a teacher is not required to routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment)

#### **Undertake other duties and responsibilities that the head teacher may request from time to time.**

Duties may be modified by the head teacher (with your agreement) to reflect or anticipate changes in the job, commensurate with the salary and job title.

This is a fixed term position initially and the contract will terminate at the end of the summer term 2022.

This job description sets out the key duties and responsibilities and the duties listed are examples for this grade of post, however, similar duties may still be undertaken by the post holder and are not excluded because they are not listed. There may be circumstances where the post holder is required to work at other academy sites within the Trust.

**PERSON SPECIFICATION**

Specification	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"><li>• Qualified teacher status</li></ul>	
2. Experience	<ul style="list-style-type: none"><li>• Experience of teaching in Key Stage 1</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching across KS1</li><li>• Experience of whole school responsibility, such as subject leadership, or a desire to undertake this</li></ul>
3. Knowledge, understanding and skills	<ul style="list-style-type: none"><li>• Knowledge and understanding of the characteristics of effective schools</li><li>• A secure knowledge of the KS1 primary curriculum</li><li>• Have a clear vision of high quality teaching and learning and be able to plan &amp; teach 'Quality First' lessons</li><li>• Ability and skills to facilitate learning and progress</li><li>• Effective use of ICT in the classroom and as a management tool</li><li>• A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li><li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively Proven success of achievement at end of Key Stage outcomes</li></ul>	
4. Qualities	<ul style="list-style-type: none"><li>• Ability to think creatively and imaginatively</li><li>• Empathy with children</li><li>• Be flexible</li><li>• Ability to be reflective and self-critical</li><li>• Able to work within a model of distributed leadership</li><li>• Manage delegated tasks with efficiency and professionalism</li></ul>	
5. Relationships	<ul style="list-style-type: none"><li>• Ability to promote positive behaviour from all pupils ensuring high standards of discipline and good relationships</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with a wide range of professionals</li></ul>



	<ul style="list-style-type: none"><li>• Ability to work as an effective team member and make a positive contribution</li><li>• Understanding of the need for good home/school relationships and the school's responsibility to parents</li><li>• Awareness of the need for the school to play a full part in the local community</li></ul>	
6. Personal Characteristics	<ul style="list-style-type: none"><li>• Professionalism</li><li>• Good communication and interpersonal skills</li><li>• Good organisation and ability to meet deadlines</li><li>• Commitment and dedication</li><li>• Warmth, enthusiasm and a sense of humour</li><li>• 'Can Do' attitude</li><li>• High expectations of self and others</li></ul>	
7. Professional Development	<ul style="list-style-type: none"><li>• Demonstrate commitment to professional development</li><li>• Abreast of government initiatives</li><li>• Keeping up to date with current developments &amp; research</li><li>• Able to support and develop colleagues through sharing expertise</li></ul>	
8. Reliability	<ul style="list-style-type: none"><li>• Has demonstrated reliability over a sustained period of time</li></ul>	
9. References	<ul style="list-style-type: none"><li>• Candidate is recommended</li></ul>	<ul style="list-style-type: none"><li>• Candidate is strongly recommended</li></ul>