

**The Stoke Poges School**

**Part-time Key Stage 1 or 2 Class Teacher (.4)**

**Job Description**

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**The Governing Board is seeking to appoint a Class Teacher. The successful candidate will:**

* Be an outstanding classroom practitioner who is passionate about encouraging all children to achieve success
* Have a commitment to working in partnership with staff, parents and the community to promote excellent learning opportunities for all
* Be creative and have drive, enthusiasm and a clear vision for educational success
* Have a solid understanding of the primary curriculum

**This is a permanent part-time position from September 2022**

**If you would like to be considered for this post, please complete the application form outlining how your experiences to date meet the person specification.**

**Closing date: Monday 16th May**

**Interviews:** On receipt of suitable applications

 **The Stoke Poges Job Description**

**Class Teacher**

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| **Job Title:** | Teacher |
| **Salary and Grade:** | Main pay scale range 1-6, in line with the current School Teachers’ Pay and Conditions Document |
| **Responsible to:** | Headteacher and line manager |
| **Non-contact time:** | 10% Planning, Preparation and Assessment Time per week  Subject leadership time, as appropriate |

The appointment of a teacher is subject to QTS status and the current conditions of employment for teachers in the School Teachers’ Pay and Conditions Document (STCPD) and other current legislation. Teachers should have due regard to the Teacher Standards (2012).

This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. She will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

**Main Purpose of the Job**

* Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interest of pupils
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision

**Teaching**

* Plan and teach well-structured lessons to assigned classes, following the school’s curriculum and schemes of work
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Devise and implement interventions that enable pupils to reach and succeed their targets
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of all pupils
* Ensure an effective, stimulating and well organised classroom and maintain a high standard of display both in the classroom and other areas of the school
* Have a clear understanding of the needs of all pupils, including those with special educational needs; more able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment
* Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
* Demonstrate good subject and curriculum knowledge

**Behaviour and safety**

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive authority, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions Document*
* Take appropriate responsibility for one’s own health, safety and welfare and the health and safety of children, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies
* Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities, raising any concerns following school protocol/procedures
* Actively seek out and implement best practice safety procedures

**Team working and collaboration**

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision

**Fulfil wider professional responsibilities**

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school
* Be willing to support PTA activities by attending events
* Be willing to run an after-school club or activity

**Administration**

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions Document*

**Professional development**

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Proactively participate with arrangements made in accordance with the school’s Appraisal Policy

**Personal and professional conduct**

* To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain standards in your own attendance and punctuality
* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Additional responsibilities**

* (As agreed)

**Code of Conduct**

The school expects all staff to ensure that their standards of conduct are, at all times, compliant with The Stoke Poges Code of Conduct for Employees.

NOTE:

Notwithstanding the details in this job description, the jobholder will undertake such duties as maybe determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job.

Signed to indicate agreement………………………………………….[Post-holder] Date………………

Signed…………………………………………………………………….[Headteacher] Date……………..

** The Stoke Poges Person Specification**

**Part-time Key Stage 1 and 2 Class Teacher**

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|  | Essential | Desirable |
| Teaching Qualification | * Qualified Teacher Status * Evidence of Continuing Professional development * Evidence that practice consistently meets the expectations of the Teacher Standards 2012 | * More than two years successfully teaching in Key Stage 1 or 2 |
| Experience | * A clear understanding of primary education * Experience of developing a meaningful curriculum and learning experience to meet the needs of all pupils and support pupil progress | * A proven record of raising standards * Experience of successful coordination of a curriculum subject area |
| Knowledge, Skills and Understanding | The successful candidate will be able to:   * Set high expectations of children’s learning and behaviour * Create a safe and purposeful learning environment that enables children to develop independence, resilience and the ability to ask questions * Challenge, enthuse and inspire pupils to exceed their expectations of themselves * Plan effectively for the progress of all pupils * Show knowledge of a range of strategies to help pupils overcome barriers to learning and ensure the inclusion of all pupils * Make effective use of assessment to raise pupils’ achievement and accelerate pupil progress * Plan imaginative and meaningful curriculum experiences for all pupils and demonstrate good subject and curriculum knowledge * Uphold the school’s vision and values * Develop constructive partnership with pupils, parents, staff, governors and the wider community |  |
| Personal Characteristics | * Self-motivated and enthusiastic * An effective communicator with a good sense of humour * Ambitious for children’s learning and achievement * Willing to share knowledge and skills * Keen to develop as a professional * Willing to participate in and contribute to the life and work of the wider school community * Ability to be flexible * Imaginative and enthusiastic * High standards of professional and personal conduct |  |