

**Braithwaite CE Primary School**

Braithwaite  
Keswick  
Cumbria  
CA12 5TD

Telephone: 017687 78356

Fax: 017687 78206

Email [admin@braithwaite.cumbria.sch.uk](mailto:admin@braithwaite.cumbria.sch.uk)

Website [www.braithwaite.cumbria.sch.uk](http://www.braithwaite.cumbria.sch.uk)

Braithwaite CE Primary School is part of The Good Shepherd Multi Academy Trust  
(company number 934137)

---

**JOB PROFILE: TEMPORARY PART TIME TEACHER (0.3 + PPA)**

Post Title: Part time Teacher (Key Stage 2, 3 half days per week)  
The post is temporary due to limited funding, from 01/09/24-31/8/25

Responsible To: Executive Headteacher & Head of School

Grade: Main Pay Scale M1-M6 (0.3 FTE teaching time + PPA time)

**Main Purpose:**

- To carry out professional duties and to have responsibility for assigned pupils.
- To be responsible for the day-to-day work and management of the assigned pupils and the safety and welfare of the pupils during on-site and off-site activities.
- To share in the corporate responsibility for the care, well-being, safeguarding and discipline of all our pupils and as part of the school team contribute to the ongoing development of the school.
- To follow and have due regard for the requirements of the National Curriculum, the school's mission statement aims, objectives, schemes of work and policies of the Local Governing Body and Good Shepherd Multi Academy Trust.

**Section A: Core Job Description:**

*This section of the job description is based on the most up to date issue of the School Teachers' Pay & Conditions Document and the duties laid out therein.*

**Professional Duties:****Teaching:**

In each case having due regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils, focusing primarily on Key Stage 2 (Y3 – 6):

- Create and manage a caring, supportive, purposeful and stimulating, organised learning environment which is conducive to children's learning;
- Plan and prepare lessons in order to deliver the National Curriculum, ensuring breadth and balance (including planning and preparing the work of other adults working in the class);
- Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of pupils' work in school and elsewhere, based on clearly identified teaching objectives and learning outcomes with appropriate challenge and support;
- Ensure effective use of support staff within the classroom including Senior Teaching Assistants, Teaching Assistants and volunteer helpers;
- Assess, record and report on the development, progress and attainment of pupils (including keeping records on Scholar Pack, completion of statutory and non-statutory assessments including Times tables check and teacher assessments);
- Set high expectations for behaviour and learning behaviour

**Other activities:**

- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her, including safeguarding children through relevant policies and procedures and supporting home learning.

- Keep records of and report on the personal and social needs of pupils and ensure there are opportunities for developing the social, moral, emotional and cultural aspects of pupils' learning and promoting British values and the school's Christian ethos;
- Communicate and consult with the parents over all aspects of their children's education – academic, social and emotional.
- Liaise with outside agencies when appropriate e.g. Educational Psychologist, speech therapist to support the needs of the children and to contribute positively to the education of the children concerned.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.

#### Discipline, health and safety:

- Maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorized to be on school premises and when they are engaged in authorized school activities elsewhere or after school;
- Recognising health and safety is a responsibility of every employee, take reasonable care of self and others and comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.

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

- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet any identified needs (e.g. through Appraisal);
- Participating in staff meetings and professional development meetings which relate to the curriculum for the school, or the administration or organisation of the school, including pastoral arrangements;

#### Administration:

- Participating in appropriate administrative and organisational tasks related to duties as a teacher;
- Attending assemblies, registering the attendance of pupils and supervising pupils as necessary.

#### Section B:

*This section deals with job requirements related specifically to Braithwaite CE Primary School.*

In addition to the core job description, the class teacher will:

- Contribute to and maintain the positive ethos and core values of our Christian school, both inside and outside the classroom, as laid out in our Vision
- Take part in and lead collective worships on a rota basis
- Take part with their assigned pupils in school special services, e.g. Easter Service
- Supervise children during playtimes, ensuring their safety, on a rota basis.
- Support, and attend where possible, school fundraising events and celebrations
- Liaise with the next class teacher at the end of the year to pass on information regarding children's achievement, attainment, emotional needs and social development
- Contribute where possible to the extra-curricular provision for pupils
- Make good use of the local and school environment and community to enhance provision where appropriate.
- Support the leadership team in promoting the ethos and further development and promotion of the school.

#### Section C:

*This section deals with job requirements relating specifically to the role of this teacher.*

In addition to the above requirements, the teacher will:

- Take part in (or lead if appropriate) whole school development for identified areas of the school action plan and/or particular curriculum areas; to include responsibility for reviewing and re-writing policies as required, monitoring and evaluating provision and performance, keeping up to date with changes and developments, feeding back to staff at staff meetings and advising and supporting colleagues, the leadership team and members of the Local Governing Body as required. Expertise/ interest in Music would be particularly welcome.

**Person Specification *POST TITLE: Temporary Part time Teacher***

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<p>Qualified Teacher status.                      Clear enhanced DBS clearance (this will be arranged for the successful candidate if not already in place).                      Level 1 safeguarding.</p>	<p>Evidence of commitment to further professional development.                      First Aid qualification.</p>
<b>Relevant Experience</b>	<p>The Teacher should have experience of:                      teaching and assessment of Key Stage 2 pupils;                      working in partnership with parents;                      improving attainment and ensuring pupils make good progress.</p>	<p>In addition, the Teacher might have experience of:                      teaching across the full primary age range;                      Read Write Inc phonics and/or the CUSP reading and writing curriculum;                      subject leadership and leading some aspects of whole school developments.</p>
<b>Knowledge</b>	<p>The Teacher should have knowledge and understanding of:                      The Christian ethos of the school;                      the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);                      Key Stage 2 Curriculum, including the monitoring, assessment, recording and reporting of pupils' progress;                      the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;                      the positive links necessary within school and with all its stakeholders;                      effective teaching and learning approaches.</p>	<p>Current education initiatives and research findings, such as the mastery approach in maths, adaptive teaching strategies and cognitive science approaches.</p>
<b>Skills</b>	<p>Ability to relate effectively to children and adults.                      Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these, including being able to teach across classes and communicate effectively with other teachers in the Key Stage.                      Ability to identify own training &amp; development needs &amp; cooperate with means to address these.                      Effective ICT and communication skills.</p>	<p>Musical ability e.g. to lead singing or play an instrument</p>
<b>Personal qualities</b>	<p>Committed, hardworking and enthusiastic                      Able to integrate into staff team                      Flexible, highly motivated and committed to life-long learning                      Kind and caring</p>	<p>A good sense of humour!</p>
<b>Additional requirements</b>	<p>Occasional attendance at events outside normal hours (e.g. parents evening)</p>	<p>Experience of working with Local Governing Body</p>