



Bellefield C of E Primary & Nursery School

Job Description – PPA Cover Teacher

Bellefield C of E Primary & Nursery School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Main Pay Scale, depending on experience (not suitable for Early Career Teacher)

Hours: Part time – 2 days per week (0.4 FTE)

Contract type: Part time, Temporary (Maternity cover)

Reports to: Headteacher, members of the senior leadership team (SLT) and the governing body

Supervisory responsibility: The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all pupils
- 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 observing 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 interests of pupils
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment

- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- 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
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- 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
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Manage behaviour effectively and positively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- 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

Communication

- Communicate effectively with pupils, staff, parents and carers

Working with colleagues and other relevant professionals

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the pupils, curriculum or organisation of the school including pastoral arrangements and assemblies
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Personal and professional conduct

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person Specification

	Essential	Desirable	Assessed At
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Successful primary teaching experience 	<ul style="list-style-type: none"> • Experience of teaching KS2 • Evidence of continuing and recent professional development relevant to the post • Teaching in classes with high numbers of children with SEND and EAL. 	Application
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of the National Curriculum and how to develop it in the classroom • Knowledge of effective teaching and learning strategies and sees opportunities for developing literacy and numeracy across the curriculum • Demonstrates strong classroom practice, organisation and display • A good understanding of how children learn whilst ensuring a caring environment for pupils, promoting school values and citizenship • Ability to adapt teaching to meet pupils' needs and ensure inclusivity • Ability to build effective working relationships with pupils and their families • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning 	<ul style="list-style-type: none"> • Sounds Write training and experience 	Application and Interview
Personal Qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Leads and supports the development of school policies to ensure an interesting, well planned approach which is consistent throughout the school 	<ul style="list-style-type: none"> • Willingness to lead a subject across the whole school 	Application and Interview

	<ul style="list-style-type: none"> • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Communicates clearly and effectively • Gives children and their parents meaningful, tactful feedback about their progress whilst listening to parents own observations and inputs • Collaborates effectively with colleagues and works well in a team as well as involving colleagues in developing new ideas and support the development of their practice • Is a good role model for the children and has a good sense of humour 		
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Bellefield C of E Primary & Nursery School is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and the Childcare Disqualification regulations are also applicable. Please contact us if you require further details of any of these requirements.

Notes:

This job description may be amended at any time in consultation with the postholder.

You will have a designated line manager and significant proportions of activities will be taken without supervision.
