



**SAPIENTIA EDUCATION TRUST**

**ROCKLAND ST MARY PRIMARY SCHOOL JOB DESCRIPTION**

**CLASS TEACHER (RECEPTION – Y1)**

**FULL-TIME, PERMANENT**

<b>Line Manager:</b>	Headteacher
<b>Salary:</b>	MPR minimum to UPR maximum

**THE POST**

Rockland St Mary Primary School seeks to appoint a Classroom Teacher to join the School. The post is suitable for an experienced, dedicated and highly motivated teacher looking for a new challenge. There is the option if the applicant is interested to also add SENCo to the role. This can be discussed in the interview.

Rockland St Mary Primary School is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

The school is committed to the professional development of all staff and provides a safe and supporting environment to work in.

**PERSON SPECIFICATION**

**Personal Qualities.** Rockland St Mary Primary School expects its teachers to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;

- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about learning;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

**Professional Competence.** Rockland St Mary Primary School expects its teachers to have the following professional competences:

- Be an outstanding teacher with evidence of impact on outcomes with a proven track record of total commitment to helping every child achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for children and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and children;
- Liaise and work with partner schools and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the school at open evenings and all other events;
- Have very high expectations of the learning of all children at all times.

## **JOB SPECIFICATION**

### **General Responsibilities**

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Rockland St Mary Primary School.

The teacher will be responsible to the Headteacher, for teaching using his/her skill, experience and best endeavors and in accordance with Teachers' Standards. He/she will abide by the Code of Conduct for Staff and Volunteers at Surlingham Primary School. A contribution to the wider life of the school is an expectation of all staff, for example by supporting the extra-curricular activities within the school.

Rockland St Mary Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning;
- To plan and prepare lessons in order to deliver the EYFS and/ or National Curriculum ensuring breadth and balance in all subjects;
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations;
- To maintain good order and discipline among the pupils, safeguarding their health and safety;

- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities, adapting teaching styles to suit all learners and provide a supportive learning environment;
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning;
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress, using this information to inform lesson planning decisions;
- To ensure effective use of support staff and other adults within the classroom.
- To be part of a whole school team, actively involved in decision-making and participating in staff meetings as required;
- To be familiar with school systems, structures, policies and procedures, reflecting these in your daily practice;
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional;
- To liaise with outside agencies when appropriate;
- To self evaluate your teaching in order to improve effectiveness and take part in continued professional development, maintaining a portfolio of training undertaken;
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures;
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity;
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role;
- Lead and develop the school's curriculum through monitoring standards, leading staff development, overseeing resources as appropriate to your role and promoting good teaching and assessment;
- To carry out supervisory duties as per published rosters;
- Demonstrate high standards of personal and professional standards of conduct;
- To carry out any other appropriate tasks as requested by the Headteacher.

## **REMUNERATION**

### Salary Details:

- MPR minimum to UPR maximum

All payments are pensionable under the Teachers' Pension Scheme.

## **DRESS CODE**

The post holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that children, staff and visitors are able to identify Surlingham Primary School's employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of Rockland St Mary's Primary School Performance Management program.