

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Primary Teacher	<b>Location</b>	Wroughton Academies
<b>Salary</b>	MPS/UPS	<b>Hours</b>	32.5 hours, 39 weeks. One year fixed term contract.
<b>Department</b>	Year 1	<b>Reports To</b>	Assistant Headteacher

## JOB PURPOSE:

To be responsible for achieving the best possible standards in work and conduct for all pupils in the class and to promote and safeguard the welfare of all pupils within the school.

## KEY RESPONSIBILITIES AND DUTIES:

### The Role

- All Teachers are required to carry out the duties of a school teacher as set out in the current 'School Teachers' Pay and Conditions Document' and all Teachers job descriptions are linked to the DfE Teachers' Standards 2012. Teachers' work performance will be assessed against the Teachers' Standards as part of the performance management process.
- Set high expectations which inspire motivate and challenge pupils.
- Promote good progress and outcomes by pupils Be aware of pupils' capabilities and prior knowledge. Plan teaching to build on these, demonstrating knowledge and understanding of how pupils learn.
- 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 and to underpin good quality teaching and learning.

### Principal Duties and Responsibilities

As a class teacher:

- Monitor the personal and social development, health and welfare of each pupil in the class
- Have a thorough knowledge of all pupils in the class through data provided, and contact with pupils, parents and staff colleagues as appropriate
- Be aware of the relevant curriculum for all pupils in the class and monitor the academic progress of pupils through their reports, studies, grades and contact with other teachers.
- Encourage and be aware of the involvement of pupils in the school's extracurricular activities.

### Demonstrate good subject and curriculum knowledge

- Maintain a secure up-to-date knowledge of relevant subject areas through participation in training and development opportunities identified by the school or as an outcome of the appraisal process.
- Deliver the curriculum as relevant to the age and ability of the pupils.
- Set appropriate homework in line with school policy and the homework timetable.
- Support the development the pupils' reading, writing, mathematics and communication skills through the curriculum.

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- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English at all times.

## **Plan and teach well-structured lessons**

- Contribute to the development of schemes of work.
- Engage in short medium and long term planning of lessons and sequences of lessons.
- Demonstrate a clear understanding of appropriate teaching strategies relevant to the age and abilities within the group.
- Plan and undertake enrichment & extension activities where possible to consolidate and extend the knowledge and understanding pupils have acquired.

## **Adapt teaching to respond to the strengths and needs of all pupils:**

- Monitor the progress of groups to close any gaps between them.
- Teach appropriately differentiated lessons which will
- Enable pupils of lower ability to engage with the subject and learn effectively
- Challenge and stretch pupils of higher ability.

## **Make accurate and productive use of assessment:**

- Use formative and summative assessment opportunities to maximise pupils' progress.
- Use relevant data to monitor progress, set targets, set homework and plan subsequent lessons.

## **Manage behaviour effectively to ensure a good and safe learning environment:**

- Implement whole school strategies to support behaviour for learning.
- Carry out morning afternoon and break time duties as directed.
- Establish a framework for discipline with a range of strategies using praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils, exercise appropriate authority and act decisively as necessary.
- Be a positive role model and consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils.
- Promote and safeguard the welfare of all pupils within the school, raising any concerns in accordance with the school's protocols and procedures.

## **Fulfil wider professional responsibilities:**

- Support the school's Initial Teacher Training activity as appropriate.
- Take opportunities to develop professionally and share good practice to develop consistently high standards of teaching and learning.
- Work collaboratively with our partner schools to support pupils' transition.
- Facilitate the work of support staff to enhance pupils' progress.
- Work collaboratively with parents and carers to support pupils' progress.
- Support pupils to develop wider key skills.
- Uphold all school and Creative Education Trust policies.
- Attend and actively participate in meetings.
- Make a positive contribution to the wider life and ethos of the school.

## **JOB REQUIREMENTS:**

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	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree in Education</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working across EYFS, Key Stage 1 or Key Stage 2.</li> <li>A good concept of recent curriculum changes</li> </ul>	<ul style="list-style-type: none"> <li>Experience in two different Key Stages</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Understanding of the National Curriculum for EYFS, KS1 and/or KS2</li> <li>Good awareness of Phonics (e.g. Read, Write, Inc.).</li> <li>Knowledge of relevant policies/codes of practice and awareness of legislation;</li> <li>Ability to monitor pupils' responses to learning and provide detailed and regular feedback to on pupils' achievement/progress;</li> <li>Ability to relate well to children and adults;</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>The ability to use an imaginative range of teaching strategies to promote high expectations and high levels of challenge in the classroom</li> <li>The ability to plan for progression in learning, using intervention as necessary.</li> <li>The ability to use assessment for learning to improve teaching and learning as well as to assess and record student progress.</li> <li>The ability to establish a safe and purposeful working atmosphere that supports learning and in which students feel secure and confident.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Cusp curriculum</li> <li>Experience of Read to Write</li> </ul>

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	<ul style="list-style-type: none"> <li>• The ability to make use of technology to develop teaching resources as well as to enrich the curriculum.</li> <li>• A commitment to make a positive difference to children and young people.</li> <li>• A commitment to working collaboratively within the faculty.</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Confident and efficient in managing classes and behaviour.</li> <li>• Focused on ensuring all children make progress.</li> <li>• Ability to relate to young people and adults in an empathetic manner.</li> <li>• Demonstrable experience of building effective relationships.</li> <li>• Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence.</li> <li>• Ability to respond swiftly and effectively to the unexpected.</li> <li>• Excellent communication skills, both orally and in writing e.g. letters and reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate an absolute commitment to CPD within the last 12 months</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**