



JOB DESCRIPTION 2024

TITLE OF POST:	Primary Trained Teacher - full time or part time
RESPONSIBLE TO:	Executive Headteacher/Head of School
LINE MANAGER:	Director of Learning
SALARY GRADE:	Main/Upper Scale

JOB PURPOSE:

- To be an effective professional who demonstrates thorough curriculum knowledge, that they can teach and assess effectively, take responsibility for professional development and raise student achievement.

CORE REQUIREMENTS

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Demonstrate analytical thinking to improve the quality of students' learning.
- Contribute to school improvement planning and promote the learning priorities of the SIP.
- Use Assessment for Learning strategies to provide feedback to learners and engage them in their learning.
- Contribute to the development and implementation of school policies.
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- A commitment to safeguarding.

KEY RESPONSIBILITIES

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- Understanding and applying effective classroom management.
- Understanding and applying a range of teaching strategies.
- Positively targeting and supporting individual learning needs.
- Maintaining high levels of behaviour and discipline.
- Effectively using homework and other extra-curricular learning opportunities.
- Demonstrating appropriate consistent progress for the majority of learners across all teaching areas, across all spectrums of background, ability and behaviour that compares favourably with students in similar settings.
- Effectively managing other adults in the classroom.

Monitoring, Assessment, Recording, Reporting

- Use assessment data to evaluate learner's progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching and ensure students are working towards achieving their targets.
- Report on progress to all stakeholders.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Maintain an up to date knowledge of good practice in teaching techniques.
- Know subject(s) or specialism(s) to enable effective teaching; take account of wider curriculum developments.
- Undertake professional development to enhance teaching and students' learning.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Post holder _____ Date: _____

Signed: _____ Line manager _____ Date: _____

Signed: _____ Executive Headteacher/Head of School _____ Date: _____

PERSON SPECIFICATION

Subject Teacher

	Essential	Desirable	Evidenced in
Education and Qualifications			
Qualified Teacher Status	✓		Application Interview Certificates
Evidence of continuous professional development		✓	Application
Experience			
Proven ability as an excellent Classroom Teacher	✓		Application Interview References
Knowledge and Skills			
Professional knowledge of what constitutes high quality and standards in teaching and learning	✓		Application Interview References
Professional understanding of inclusion and strategies for engaging all learners	✓		Application Interview References
Professional understanding of safeguarding within a school setting	✓		Application Interview
Ability to write reports, keep accurate records and communicate effectively	✓		Application Interview References
Knowledge and Skills			
Effective organisational skills	✓		Application Interview References
Ability to work well with a range of audiences, including parents/carers and other professionals	✓		Application Interview References
Ability to use a positive approach to promote learning and excellent behaviour	✓		Application Interview
Confident and competent in the use of ICT	✓		Application Interview References
Understanding of curriculum and assessment of student progress	✓		Application Interview References

Understanding of cross-curricular teaching	✓		Application Interview References
Understand procedures and legislation relating to confidentiality	✓		Application Interview
Personal Attributes			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Proven ability to prioritise workloads	✓		Application Interview References
Ability to work effectively and supportively within a team	✓		Application Interview References
Excellent communication and organisational skills (including written and oral skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview References
Demonstrably professional, honest and loyal	✓		Application Interview References
Ability to make and justify difficult decisions	✓		Application Interview
Commitment to students and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults	✓		Application Interview References
Able to build and maintain successful and purposeful relationships	✓		Application Interview References
Passionate about teaching and learning	✓		Application Interview
Open-minded, self-evaluative and adaptable	✓		Application Interview

to changing circumstances and new ideas			
Willingness to be involved in the wider life of the school		✓	Application Interview References
Bring personal interests and enthusiasms to the school community		✓	Application Interview
Commitment to the school values	✓		Application Interview
Commitment to own professional development	✓		

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