



# Little Plumstead

## Church of England VA Primary School

**“where children come first”**

### **JOB DESCRIPTION**

<b>Post Holder:</b>	<b>TBC</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Salary:</b>	<b>Main Pay Range</b>
<b>Based:</b>	<b>Mixed age Reception/Year 1 class</b>
<b>Fixed Term:</b>	<b>1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022</b>
<b>Subject Responsibilities:</b>	<b>TBC on appointment</b>

### **PURPOSE OF THE JOB:**

To meet the requirements of:

- A teacher as set out in the [School Teachers' Pay and Conditions Document](#) (STPCD).
- The [Teachers' Standards](#)
- Promote and safeguard the welfare of all pupils.
- To co-ordinate a curriculum subject or other area of school development

### **KNOWLEDGE AND UNDERSTANDING**

- Have a knowledge of and keep up to date with the requirements of the Early Years Foundation Stage and Primary National Curriculum
- Understand the stages of child development and how pupils' learning is affected by their wider experience and life context.
- Be familiar with school systems and structures including all those linked to Health and Safety and Safeguarding.
- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, the school's Point In Time Assessments (PITAs) and specifications for all relevant areas of the Curriculum, drawing on subject expertise of other staff when appropriate.
- Use detailed subject knowledge to deal effectively with subject-related questions raised by pupils and the common misconceptions that they hold – thereby deepening the pupils' knowledge and understanding.

### **TEACHING, LEARNING AND CLASS MANAGEMENT**

- Plan and deliver learning to the assigned class or classes in line with national requirements and school policies. Planning may take place alone or with other teachers as the situation requires.
- Keep up to date planning available
- Plan lessons which are engaging and will maximise opportunities for pupils to build on prior learning
- Provide lessons which are well structured, maintain pace and provide appropriate support and challenge for all groups of pupils based on effective use of assessment to inform next step learning.
- Evaluate own teaching critically, drawing on development opportunities to improve effectiveness.
- Make effective use of data to ensure pupils make appropriate progress.
- Identify those with Special Educational Needs, implement planned programmes and seek appropriate support from other professionals.
- Direct the use of any support staff or classroom assistance.
- Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, promoting effective behaviour for learning in all contexts so children feel secure and confident as learners in line with the school's Positive Behaviour Policy.
- Set homework as appropriate to consolidate and extend learning.

- Use Planning, Preparation and Assessment (PPA) time effectively. At least 10% of timetabled time will be designated as PPA time, and it will be allocated in blocks of no less than 30 minutes.
- Assess and record each pupil's progress systematically in line with school current practice.
- Mark and monitor class work and homework providing feedback in line with policy and use the results for future planning, teaching and learning.
- Write/collate high quality and informative individual, positive, honest annual reports to parents/carers and discuss pupil's progress and welfare at parents' meetings and other occasions developing positive relationships.
- Prepare pupils for National Curriculum Assessments (this preparation includes that which takes place throughout the school through high quality teaching and not just in key assessment year groups).

## **PROFESSIONAL STANDARDS AND DEVELOPMENT**

- Understand the professional responsibilities in relation to school policies and practices and in so doing actively support and reinforce those policies. E.g. anti-bullying, homework, behaviour
- Be aware of the role of the Governing Body.
- Set a good example around the whole school, in appearance and personal conduct.
- Establish effective working relationships with other professional colleagues, not only those within school, but those from outside agencies.
- Attend meetings within the constraints of directed time and contribute to the development of the school and professional practice.
- Assist in the development of the School Curriculum in line with the School's Improvement Plan.
- Assist in the maintenance of good discipline in and around school.

## **OTHER PROFESSIONAL REQUIREMENTS**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a reflective approach to evaluating and improving own practice.
- Engage in annual review of performance.
- Contribute to the professional development of colleagues, especially Early Career Teachers.

## **HEALTH AND SAFETY**

- Undergo basic First Aid training as required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the Curriculum Risk Assessment and consider this in planning and teaching.
- Co-operate on all issues to do with Health, Safety and Welfare.

## **SPECIFIC SAFEGUARDING AND PASTORAL DUTIES**

### **Safeguarding, Support, Guidance, Monitoring and Reporting**

- Prioritise the safeguarding of pupils and promote pupils' welfare at all times.
- Act in accordance with school policies on Safeguarding, Behaviour, Health and Safety etc
- Attend annual safeguarding training and engage with safeguarding updates throughout the year.
- Report all safeguarding concerns to Designated Safeguarding leads without delay.
- Monitor the social progress of pupils, including the progress in RSHE lessons.
- Help pupils to explore thoughts, feeling and solutions to problems.
- Have a detailed knowledge of the pupils in the class and play a central role in the conversations involved in forming a 'behaviour plan'.
- Develop in pupils a positive attitude towards themselves and others with a strong sense of self-respect. Also to develop a sense of respect for other people's ideas, beliefs and property irrespective of gender, race, disability or academic achievement, etc.

Signed \_\_\_\_\_ Classteacher \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher \_\_\_\_\_ Date \_\_\_\_\_



Job details	
Job title	Class Teacher
School	Little Plumstead Primary School
Responsible to	Headteacher
Responsible for	Teaching a mixed age class of Reception/Year 1 pupils
Effective date	1 <sup>st</sup> September 2021 to August 31 <sup>st</sup> 2022

Person specification	
Essential	Desirable
Qualifications and Experience	
<ul style="list-style-type: none"><li>• Qualified teacher status (including Early Career Teacher)</li><li>• Entitled to teach and work in the UK</li><li>• Degree level qualification</li><li>• A commitment to own ongoing professional development</li><li>• Experience teaching either Reception or Year 1</li></ul>	<ul style="list-style-type: none"><li>• Strong outcomes in English and Mathematics qualifications at GCSE (or equivalent), A levels and degree</li><li>• Postgraduate qualifications</li><li>• In date First Aid qualification</li><li>• Experience of teaching across EYFS, KS1 and KS2</li><li>• Experience of teaching mixed age classes</li><li>• Experience of carrying out statutory assessments</li></ul>

Person specification	
Skills/knowledge	
<ul style="list-style-type: none"><li>• Evidence of excellent classroom practice including strong positive behaviour management</li><li>• Demonstrate good knowledge of the National Curriculum and EYFS Framework</li><li>• Understanding of the needs of pupils on starting school in Reception</li><li>• Evidence of effective planning to meet the needs of all groups of pupils including children in vulnerable groups (SEND, Pupil Premium etc)</li><li>• High expectations for the progress and behaviour of all children</li><li>• Excellent interpersonal and communication skills</li><li>• Ability to plan and teach creative and engaging lessons</li><li>• Enthusiasm for learning outside the classroom</li><li>• Effective oral and written communication skills</li><li>• Understanding of the importance of safeguarding and confidentiality</li><li>• Builds positive relationships with children, staff and parents</li><li>• Good ICT skills (for the purposes of curriculum teaching, administrative tasks (e.g. registers) and recording of pupil data in Pupil Asset)</li><li>• Committed to nurturing wellbeing, physical and emotional health as well as academic progress</li></ul>	<ul style="list-style-type: none"><li>• First aid skills</li><li>• Experience of working with children who have SEN and/or disabilities</li><li>• Experience of supporting children with social, emotional or behavioural challenges</li><li>• Understanding of the distinctiveness of a Church of England school</li></ul>

## Person specification

### Personal Qualities

- Willing to uphold the Christian ethos and values of our Church of England school
- Love of learning and genuine passion for working with children
- Willing to learn from, and contribute to, our staff team
- Honest and reliable
- Good sense of humour and able to keep perspective under pressure
- Committed to equality and the celebration of diversity
- Able to use own initiative
- Positive approach to change, challenge and problem solving
- Resilient – ability to effectively manage
- Willingness to be a part of the broader life of the school

**The above aspects will be assessed through an application form and supporting information, documentation, references and an interview process.**

*Little Plumstead CE VA Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks.*

*This post is likely to come under the requirements of the Childcare (Disqualification) Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.*