



Job Description and Person Specification

KS2 Teacher (with Leadership Responsibility for KS2)

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of Class Teacher at The Pines Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

The Pines 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. DBS checks and disqualification declaration may be required for this post. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed **application form** and **covering letter** to the school office by noon on Friday 16th April 2021 at the latest.

Job Description

Post Title: **Class Teacher (with leadership responsibilities for KS2)**

Responsible to: **Headteacher**

We are looking for teachers who demonstrate:

- Commitment to the highest standards of provision
- High expectations for all pupils, particularly those who are disadvantaged
- Capacity to work with colleagues to improve practice
- Commitment to rigorous self-evaluation for their area of responsibility and use information to develop provision and improve outcomes for pupils
- Strong knowledge of the national curriculum and effective pedagogy
- Clear understanding of safeguarding and statutory requirements, and ability to implement and monitor arrangements to ensure these are effective
- Ability to develop effective partnerships including with parents and carers
- A desire to build strong networks and take an active role in developing practice within and beyond the school

Purpose of the job:

- To carry out all duties and responsibilities of a teacher as outlined in the current national conditions of employment including:
- To maintain the positive ethos and promote the values of the school
- To plan and deliver effective lessons which deliver good progress and achievement for all pupils
- To be responsible for the pastoral wellbeing of pupils
- To build positive relationships with pupils, staff, parents and governors which support the work of the school
- To lead on aspects of curriculum

The Pines Primary School is committed to safeguarding and promoting the welfare of children.

We expect and require all members of the school community to share this commitment.

The Pines Primary School and Pine Cones Pre-school, Manor Wood, Red Lodge, Bury St Edmunds IP28 8WL

Tel: 01638 790135 E-mail: office@thepinesprimary.co.uk

Headteacher: Mrs Kerry Darby

Main Activities and Responsibilities

In accordance with the school's policies and under the direction of the Headteacher:

Teaching:

1. To plan and prepare schemes of work and complete planning documentation
2. To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere
3. To promote the intellectual, physical and personal development of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters
4. To make records of and reports on the personal and social needs of pupils

Assessment Recording and Reporting:

5. To assess, record and report on the development, progress and attainment of the pupils in your class
6. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
7. To participate in arrangements for preparing pupils and assessing pupils for Standard Attainment Tests and recording and reporting assessments, and participating in arrangements for pupils' supervision during tests

Appraisal:

8. To participate in arrangements for the appraisal of your own performance and that of other staff

Further Training and Professional Development:

9. To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher

Curriculum Development:

10. To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements
11. To take responsibility for specific National Curriculum subject(s) (To be decided on appointment)

Discipline, health and safety:

12. To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

Staff meetings:

13. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

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Communication

- 14. To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class
- 15. To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above

Cover:

- 16. To supervise, and so far as is practicable teach any pupils whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year)

Administration:

- 17. To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils
- 18. To manage or supervise anyone providing support in your class
- 19. To order and monitor use of resources

General Professional Duties

- 20. To carry out particular duties as may reasonably be assigned to you by the head teacher
- 21. To contribute to the overall life and work of the school

Leadership and Management

- 22. To ensure the consistent application of school policies and procedures across the year group/phase
- 23. To contribute to improving the quality of teaching across the year group/phase
- 24. To be accountable for pupil outcomes across the year group/phase
- 25. To lead an aspect of the curriculum and have a positive impact on quality of teaching and pupil outcomes
- 26. To ensure a broad and balanced curriculum and contribute to whole school curriculum development
- 27. To contribute to whole school improvement and the effective day to day management of the year group/phase

The above responsibilities are subject to the Teachers' Pay and Conditions legislation currently in force. This job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed. It will be reviewed annually and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

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Person Specification

| | Essential | Desirable |
|------------------------------------|--|--|
| Qualifications | 1. Qualified teacher status 2. Successful DBS and safeguarding clearance | <ul style="list-style-type: none"> Evidence of further professional development or qualification |
| Knowledge and Understanding | 1. The knowledge and understanding of effective teaching and best practice 2. Clear understanding of the role of high expectations in improving pupil outcomes 3. Effective differentiation which ensures progress for all pupils 4. Using and interpreting data to inform teaching 5. A wide repertoire of teaching strategies to engage and motivate a range of learners 6. Secure understanding of EYFS Framework and/or national curriculum 7. A range of effective strategies for promoting positive behaviour and maintaining a calm and purposeful learning environment 8. Giving effective feedback 9. Experience of working with children with Special Educational Needs. 10. Developing productive home school partnerships 11. Statutory assessment processes 12. Statutory guidance and best practices for safeguarding | <ul style="list-style-type: none"> A commitment to a creative, inspiring and enriching curriculum. Expert subject knowledge in an aspect of the curriculum |

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| Experience | <ol style="list-style-type: none"> 1. Experience of teaching in a Primary school setting. 2. Ability to demonstrate evidence of consistently good and outstanding practice. 3. Proven record of raising attainment and improving progress 4. Working effectively as part of a team 5. Planning and delivering creative and inspiring lessons 6. Using formative and summative assessment effectively 7. Implementing whole school policies | <ul style="list-style-type: none"> • Experience of teaching across a range of year groups • Contributing to whole school development • Experience of leading an aspect of school development/curriculum |
| Characteristics and Competences | <ol style="list-style-type: none"> 1. Desire and ability to develop and promote the values and ethos of the school 2. Show willingness to learn and motivation to teach well 3. Commitment to uphold the highest professional standards 4. An appetite for challenge and the ability to inspire enthusiasm and confidence in others 5. Demonstrate resilience, determination and a positive outlook 6. Highly effective communication 7. Ability to empathise and demonstrate care and compassion 8. Ability to create a happy, stimulating and challenging learning environment 9. Confidence and competence using IT | <ul style="list-style-type: none"> • Desire to develop subject expertise • Is proactive in seeking out opportunities for professional development • Aspires to lead on innovation or research based professional development • Ability to inspire, motivate and lead a team • Demonstrate the capacity and desire to support others within the school with all of the above characteristics and competencies. |

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