



Shortlisting Criteria/Evidence Matrix for the appointment

Category Item	Shortlist' Evidence	Essential	Desirable	Candidate Evidence
<b>Experience</b>				
Teaching across more than one keystage			✓	
Leading Subject Area across school			✓	
Resource management			✓	
Ability to prepare long, medium and short term plans		✓		
Knowledge and understanding of assessment, recording and reporting arrangements		✓		
Successful teaching experience of appropriate primary age range		✓		
Using ICT		✓		
Knowledge of thinking skills approach			✓	
<b>Education &amp; Training</b>				
Degree or equivalent with QTS		✓		
Evidence or participation in recent professional development / courses			✓	
Further advanced qualification			✓	
<b>Aptitudes</b>				
Ability to motivate others and lead the work of support staff		✓		
Outstanding classroom practitioner		✓		
Ability to communicate		✓		
Holds high standards of behaviour		✓		
Ability to form positive relationships with adults and children		✓		
Be able to give and receive feedback		✓		
Inclusive classroom teacher that challenges and inspires		✓		
Ability to maintain and use appropriate and efficient assessment / record keeping systems to improve learning		✓		
Understand importance of effective record keeping / target setting		✓		
<b>PERSONAL QUALITIES</b>				
Approachable, good listener		✓		
Well-developed interpersonal skills		✓		
Values people has trust and integrity		✓		
Enthusiastic		✓		
Commitment to seeing things through		✓		
Sense of humour		✓		
<b>ADDITIONAL COMMENTS</b>				
Commitment to extra- curricular activities			✓	
Commitment to Special Educational Needs		✓		
Commitment to whole school working		✓		
Keep abreast of new initiatives			✓	
Ability to support events in the extended Sparken Hill community			✓	



SPARKEN HILL  
ACADEMY

## Sparken Hill Academy

### Job Description: Class Teacher (KS1)

#### Responsible to:

Head Teacher

#### Responsible for:

Classroom Teaching Assistant(s)

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

#### Areas of responsibility and key tasks:

##### Planning, teaching and class management

To:

- teach allocated pupils by planning their teaching to achieve progression of learning through:
- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils in conjunction with the Inclusion leader
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline;
- maintain an organised, attractive and inspiring classroom environment through the planned use of display and resources to stimulate learning;
- use a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and

other sources;

- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;
- manage parents and other adults in the classroom.

### **Monitoring, assessment, recording, reporting**

To:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

### **Other professional requirements**

To:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- take responsibility for the leadership and management of one or more foundation subjects across the school;
- take on any additional responsibilities which might from time to time be determined by the Head Teacher.

**It is recognised that the safeguarding and promoting of children's welfare is everyone's responsibility. Staff must be familiar with the school's safeguarding policy and comply at all times. In addition all staff must be familiar with KCSIE 2024.**