**Role Information for: TEACHER - HEAP BRIDGE**

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| **Job Title:** | Teacher |
| **Contract Information:** | Temporary (maternity cover) from September 2025 to April 2026  Part-time  0.5 FTE |
| **Responsible to:** | See organizational chart below |
| **Responsible for:** | N/A |
| **Terms & Conditions:** | The current conditions of employment of schoolteachers as laid down by the Department for Education will apply. |
| **Salary Range:** | Main Pay Scale / Upper Pay Scale (Dependent on Experience). |

**Background and vision:**

At Heap Bridge Village Primary School, we aspire to ensure that each and every one of our pupils develops in to a **positive**, **proactive** learner who is **proud** of their achievements and well prepared for a successful life. Delivered through a engaging curriculum, we believe that learning should be enjoyable, purposeful and challenging. We will equip pupils with the skills and dispositions they need for lifelong learning, teach them the importance of being **proactive**, taking ownership of their own futures and ensuring they develop the highest expectations for themselves in their pursuit of excellence. We will do this within a safe and supportive environment of mutual understanding, **positive** relationships, respect and tolerance. Regardless of any barriers to learning, we will ensure that we work in partnership with school stakeholders to ensure that every child in our school can be **proud**of what they achieve.

**Values:**

The core values and aims which underpin our vision for the school are:

* **BE POSITIVE**: To enable children to develop positive attitudes in life, developing independence and resilience. To respect individual differences, and to be sympathetic to the needs of others. To create a happy, safe and nurturing environment instilling the fundamental values of respect and tolerance.
* **BE PROACTIVE**: To ensure children develop intellectually, morally, socially, emotionally and physically in to well-rounded citizens and ready for the next stage of their life. To feel empowered in taking ownership of their own continuous learning.
* **BE PROUD**: To ensure everyone values their own achievements and feel a sense of pride in their continuous pursuit of excellence. To work in partnership with parents and other stakeholders in celebrating the strengths of the school (and school community) providing opportunities for children to fully develop their potential.

**Purpose of the Job:**

To teach pupils within the school/academy and to carry out such other associated duties, as are reasonable, assigned by the Headteacher. To plan, implement and deliver the agreed school curriculum in order to promote effective teaching and learning within the framework provided by the policies of the Local Governing Board, Hollingworth Learning Trust and, with regard to statutory requirements.

**Organisational Chart**

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| ***Headteacher*** | |
|  |  |
| ***Senior Leadership Team*** | |
|  |  |
| ***Teacher*** | |

**Control of Resources:** Personnel: NoneFinancial: None

**Health & Safety:**

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school’s policy and the Health and Safety at Work Act, 1974.

**Training and Development:**

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

**Equipment/Materials:**

* To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
* To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
* The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

**Relationships (internal and external):**

**Internal:** 1. Teaching and support staff within the school/academy.

1. Users of the school/academy
2. Voluntary helpers
3. Pupils
4. Governors
5. Hollingworth Learning Trust

**External:** 1. Parents/Carers.

2. Visitors and stakeholders.

3. Local authority / external agencies

**School ethos & values**

* Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos and culture of the school, delivering the Professional Pledges’ set out in the school’s vision statement and securing its ‘Mission Statement’ with all members of the school community.
* Promote the school and celebrate its success at every opportunity.
* To lead by example.

**Teaching learning & curriculum**

* To participate in the teaching programme within school and be responsible for teaching pupils using the Foundation Stage and National Curriculum, organising the learning environment, ensuring that planning, preparation, recording, assessment and reporting meet the needs and entitlement of all learners in line with school expectations.
* Work with other members of staff to provide a stimulating learning environment where all can access learning and resources appropriately.
* Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
* Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or area(s) of pupil and/or staff development.
* Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.
* Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
* Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
* Present appropriately demanding subject content, skill and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment
* Ensure the efficient deployment of teaching assistant support in the classroom.
* Analyse and evaluate pupil’s learning to inform future planning and teaching and learning activities.
* Set pupil targets, assess progress and maintain records in accordance with school policy ensuring pupils make progress at least in line with school expectations

**Pastoral Care**

* Develop **positive** relationships with all pupils based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
* Promote strong attendance for all pupils through **positive** relationships and a **proactive** approach to building a sense of belonging.
* Maintain a **positive** and **proactive** approach to behaviour management, supporting the school’s policies relating to attendance, punctuality and behaviour.
* Alert senior leaders of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
* Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents in line with school policies.

**Working with Partners**

* Monitor and report to parents on the progress of pupils in line with the whole school procedure.
* Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
* Support the work of the ‘Heap Bridge Association’ (PTA).
* Uphold the school’s well-established links with the local community, Hollingworth Learning Trust, the Arch Collaborative group of schools, the LA and other external agencies or formal collaborations.

**General Responsibilities:**

* To take part in the school’s staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas, including subject knowledge and teaching methods.
* Engage actively in the performance management review process of the school.
* Attend and take part in acts of collective worship in accordance with school policy.
* Provide Religious Education in accordance with the agreed syllabus.
* Perform duties in accordance with the school’s Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
* Promote the school and celebrate its success at every opportunity.
* To attend meetings within the school, Trust, at its academies and external events, as required.
* To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
* To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
* To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
* To undertake any other reasonable duties, as may be agreed from time to time with the Headteacher.

To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder’s attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through school/Trust communications.

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile, but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the school.

Information for all applicants / postholders:

***Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.***

***The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.***

***We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.***

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| Signed | *Postholder* | Date |
| Signed | *Line Manager* | Date |

