

JOB DESCRIPTION: YEAR 3/4 CLASS TEACHER

Charlton Mackrell C of E Primary School

Charlton Mackrell C of E Primary School are looking to appoint an inspirational and dynamic Year 3/4 teacher to be part of a committed, happy team. This role is for a part-time 0.6FTE post and is available from 1st September 2026. This role is fixed term until 31st August 2027 in the first instance.

Responsible to: the Headteacher and Leadership Team

Responsible for:

- Teaching a class as directed by the Headteacher and taking responsibility for the teaching and learning of a group of pupils within the context of the ethos and aims of a Church School.
- Establishing and maintaining regular communications with the Headteacher, teacher colleagues, governors and other schools and, where appropriate, within a curriculum area.

Core Aims:

- To be a leader of learning who has high expectations of every child.
- To provide a carefully structured and thorough educational experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty first century.
- To ensure a caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development.
- To encourage pupils to participate in an extensive range of sporting, cultural, artistic and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and world communities.

Accountabilities:

- The quality of teaching and learning within the class/group
- To define and make clear to the pupils the objectives for each lesson in accordance with the agreed Scheme of Work, taking into account the differing abilities of the pupils.
- To direct the work of class-based Teaching Assistants and to monitor their performance.
- To mark and assess pupils' work in accordance with Key Stage and whole school marking policy.
- To keep an accurate and up to date record of each pupils' progress and achievement in line with the School Assessment Policy.
- To encourage and stimulate every pupil to achieve the best quality of work of which he/she is capable.
- To promote and maintain a safe and well-ordered classroom environment.
- To set and monitor homework in accordance with the Homework Policies and agreed timetable.
- To keep an appropriate record of lesson plans and lesson notes.
- To write and review IEPs for SEN children in consultation with the SENCO.
- To liaise with parents as required, including attendance at Progress Meetings, IEP Review Meetings and Annual Reviews.

Teaching and Class Management:

- Liaise effectively with the Headteacher in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.

- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Use a variety of teaching methods to:
 - Structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - Instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- To develop skills in assessment, target setting and monitoring pupil progress
- To develop and widen professional effectiveness both at school and individual level
- To continue to develop a high standard of professional practice

Supporting the administration of the Key Stage:

- To attend staff meetings and other briefings as required/agreed.
- To complete pupil reports and reviews as required.
- To provide data to update the pupil tracking system.
- To contribute to whole school policy making through the development of schemes of work and assessment materials.
- To take on board Key Stage and whole school documentation and to respond appropriately.
- To respond positively to requests for information from the Headteacher.
- To represent the school at open days, welcome evenings and other events, as agreed.
- To cover for absent colleagues, as agreed.

Supporting School administration:

- To carry out playtime duties.
- To attend and / or lead collective worship as required/agreed according to the timetable.

Further Duties:

- To carry out additional tasks deemed reasonable by the Headteacher.
- To undertake Performance Management and to contribute to the programme as required/agreed.
- To take reasonable care of their own health and safety and that of anyone else who may be affected by what they do at work. To co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe procedures.
- To have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns (Child Protection policy, safeguarding procedures)
- To work pro-actively to promote the mental health and well-being of pupils and oneself

The duties and responsibilities of the post are subject to those detailed in the statement and conditions of employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

This job description does not define in detail all the duties/responsibilities of the post and will be reviewed annually and may be subject to modification or amendment after consultation and agreement with the post holder.

YEAR 3/4 TEACHER PERSON SPECIFICATION Charlton Mackrell C of E Primary School		
	Desirable	Essential
Qualifications and career development	- Further qualifications - Evidence of recent professional development	- Qualified to degree level and above - QTS status
Learning and teaching	- Ability to help children to make more than expected progress - Experience of teaching a mixed-age class - Working knowledge of individual education plans - Knowledge of ICT and an interest in the arts and music - Have strong skills in music or sport - Experience of working in a job share	- Excellent classroom practitioner with a commitment to regular and on-going professional development - Experience of teaching children in KS2 - Have high expectations of self and those taught - Resilience, motivation and commitment to driving up standards of achievement - Strong behaviour management skills and strategies - Sound knowledge of the ways that children learn - Experience of teaching and planning for children with SEN - An ability to create an engaging classroom - Act as a role model to staff and pupils
Personal qualities	- An ability to actively promote one's own well-being	- Commitment to the Christian ethos of the school - Be a team player with good interpersonal skills - Energetic and motivating with a get up and go attitude - Positive, intuitive and dedicated - Kind, patient, flexible and a sense of humour

