

## Year 3 Teacher

<b>Location</b>	Woodlands Primary School (Sheffield)
<b>Salary</b>	Teachers' main pay scale (MPS1 to MPS6)
<b>Contract term</b>	Full time 1.0FTE, maternity cover
<b>Responsible to</b>	Headteacher
<b>Start date</b>	November 2024
<b>Closing date</b>	Sunday 20 October 2024

## Woodlands Primary School

Woodlands Primary School is a 2-form entry primary and nursery for children aged 2-11 in the vibrant South Sheffield community of Gleadless Valley. This popular and over-subscribed school has around 500 pupils.

In February 2022, Ofsted graded Woodlands as strongly Good. Woodlands is part of Mercia Learning Trust and enjoys the numerous benefits of being part of a successful and growing multi-academy trust.

If you share our belief in high expectations for all children, possess resilience and a strong work ethic, we would love to hear from you.

Woodlands School is a part of Mercia Learning Trust, a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

## The role

Woodlands Primary School has an exciting opportunity for an ambitious, talented and caring individual to join our team in Year 3 for a maternity cover. You will be responsible for the implementation and impact of our curriculum through the delivery of exceptional teaching and learning to all pupils. This will ensure they achieve the very best that they can.

Teaching responsibilities include:

- delivering engaging and effective lessons that meet the needs of all students in the class
- developing and implementing a curriculum that is aligned with the National Curriculum and school policies
- providing regular feedback and assessments to students and their parents/carers on progress and achievement
- working collaboratively with colleagues to ensure consistency of practice and high standards across the school
- supporting and encouraging student well-being, ensuring that all students are able to achieve their full potential

## The candidate

Candidates must have the ability to engage, inspire and motivate both pupils and colleagues and have the strategic vision to be part of the team moving our vibrant school forward.

The successful candidate will be responsible for teaching in Year 3, and will be able to demonstrate excellent classroom skills, including a sound understanding of how children learn. They will also have the ability to forge excellent relationships with colleagues, parents and most importantly, our children. They must be team players who are exceptional teachers of English and maths, as well as having the knowledge and skills to inspire children's learning in all wider areas of the curriculum.

If you are a dedicated and passionate teacher with a desire to make a real difference in the lives of children, then we want to hear from you.

## Job description

### Purpose

- To teach designated pupils and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies.
- To undertake tasks related to the development of a curriculum area.

### Key responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos.
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching.
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school.
- To monitor and assess children's progress and report to parents.
- To implement and maintain the school's policy on discipline and behaviour.
- To support the school's endeavours to meet the needs of its community.
- Participate in the school's performance management process.
- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school.

### Class teacher duties

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities.
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work.
- To produce written records of such planning in accordance with school policy.
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents.
- To contribute to meetings, discussions and management systems necessary to ensure the coordination of the work of the school as a whole.
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently.
- To contribute to the ideas within and the implementation of the School Improvement Plan.
- To supervise the use of support staff relevant to the class .
- To contribute to the provision of a safe and secure learning environment.

### General/other

- The post may be required to travel and work within any school in the Mercia Learning Trust
- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.
- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.

- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust’s commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To contribute to trust partnership activities to drive school and trust improvement.
- To be aware of the school’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

***This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteachers to reflect or anticipate changes in the role which are commensurate with the grade and job title.***

## Person specification

### Role: Year 3 teacher

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Teaching degree or equivalent (BA, BEd, PGCE etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further educational study or qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to communicate clearly and take into account, where appropriate, the views of others</li> <li>• Excellent personal organisational skills</li> <li>• A flair for teaching and the ability to contribute and work as a member of a strong team.</li> <li>• An inspirational, committed and highly effective classroom practitioner who is dedicated to achieving the best outcomes for each individual child.</li> <li>• Effectively communicate orally and in writing to a range of audiences</li> <li>• Maintain a calm level of professionalism at all times.</li> <li>• Effectively fulfil and be willing to develop further the expectations of the Teachers Standards.</li> <li>• An ability to create a warm, positive and motivating learning experience for children.</li> <li>• A commitment to raising attainment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using a range of assessment tools.</li> <li>• Good time management skills</li> <li>• Enthusiasm and willingness to contribute to and participate in the wider context of school life.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An up-to-date and working knowledge of the National Curriculum.</li> <li>• Knowledge of appropriate resources and strategies which support outstanding teaching and learning opportunities.</li> <li>• Good knowledge and understanding of learning and teaching at Key Stage 1 and 2</li> <li>• Working knowledge and experience of Assessment for Learning; and assessing without levels</li> <li>• Excellent subject knowledge</li> <li>• Excellent classroom management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of intervention processes to raise achievement.</li> <li>• Experience of working in a larger school</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Energy and enthusiasm</li> <li>• Reliability and integrity</li> <li>• Sense of Humour</li> <li>• Excellent record of health, punctuality and attendance</li> <li>• A commitment to the ethos of the school</li> <li>• Commitment to your continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptability to changing circumstances &amp; ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
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## How to apply

- All candidates must complete the following application process:
  - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
  - in all cases written references will be taken up and made available to interviewers before the final selection stage
  - an email and/or letter will be sent to shortlisted candidates with details of the interview process
  - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
  - Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for
  - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 2396464 or [enquiries@woodlands.sheffield.sch.uk](mailto:enquiries@woodlands.sheffield.sch.uk)
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)
- The closing date for applications is **Sunday 20 October 2024**.

## The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.