



Ditchling (St Margaret's) CE Primary School
Lewes Road, Ditchling, East Sussex, BN6 8TU
Headteacher: Mrs. A Clarke
Learning together. Building success.

01273 844130 • office@ditchling-ce-prim.e-sussex.sch.uk

JOB DESCRIPTION

Year 5 Teacher

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- being organised and well prepared so classroom management, systems and timetables run smoothly
- 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 the needs of pupils and planning appropriately personalise learning to meet individual needs
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and use formative assessment, feedback and marking to re direct teaching
- using assessment to inform teaching and planning including planned and responsive intervention
- using a variety of teaching methods and strategies to facilitate effective learning
- ensuring the effective and efficient deployment of additional adults
- maintaining discipline in accordance with the school's policies and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- demonstrate enthusiasm to create and maintain a learning climate which is positive and motivating
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentration and perseverance and listen attentively
- evaluating own teaching critically to improve effectiveness.

b) Monitoring, Assessment, Recording, Reporting

- 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 according to the school policy
- 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





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- undertake assessment of students as requested by examination bodies, departmental and school procedures
- prepare and present informative reports to parents

c) Curriculum Development

- have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development
- contribute to the whole school's planning activities

d) Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- know subject(s) or specialism(s) to enable effective teaching
- 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
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students
- take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with partner schools
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.





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Person specification

	Essential	Desirable	Source
Qualifications	Qualified Teacher Status.	Evidence of continuous professional development.	Application Form
Experience	Teaching at Key Stage 2. Planning and teaching in accordance the National Curriculum Working in partnership with parents.	Teaching across the whole primary age range.	Application Form Supporting Letter
Knowledge & Understanding	The theory and practice of providing effectively for the individual needs of all children. Statutory National Curriculum requirements at the appropriate level. The monitoring, assessment, recording and reporting of pupils' progress. The statutory requirements of legislation concerning Equality; Health and Safety; SEND and safeguarding/child protection. To work in sympathy with the distinctive nature, ethos and aims of this Church of England primary school.	Leading a curriculum area.	Supporting Letter Application Form Interview
Skills	The ability to: Communicate effectively (both orally and in writing) to a variety of audiences. Create a secure, challenging, motivating and effective learning environment. Make confident and effective use of IT and new technology to support teaching, learning, assessment and communication.		Supporting Letter Application Form References Interview
Personal Characteristics	Establish and develop positive relationships with parents, governors and the wider community. To uphold and demonstrate our school values: Kindness Respect		Interview Supporting Letter References





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	<p>Perseverance</p> <p>It is essential that you have a friendly disposition, enjoy working as part of a team and will be dedicated to the needs of the children and the school.</p>		
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