

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Year 6 Teacher
School/Academy:	Harrold Primary Academy
Hours of work:	Full time
Salary:	MPS / UPS dependant on experience
Responsible to:	Principal

Responsibilities and Accountabilities:

Teaching, Assessment, Recording and Reporting

- To create and maintain an appropriate, safe, and stimulating learning environment which promotes learning and the desire to learn in teaching areas and shared areas of responsibility.
- To promote the well-being, high standards of behaviour and discipline and educational progress of all pupils, through a variety of teaching styles and learning situations that enhance and facilitate a learning environment which produces motivated, happy, and well-rounded individuals.
- To have a good knowledge of and teach within the curriculum guidelines and school policies, making appropriate use of these in conjunction with statutory obligations to provide a broad, balanced creative curriculum which is relevant to and differentiated for the pupils.
- To develop the classroom environment and your methods of teaching in line with the current thinking and practice including through liaison with the school team and external agencies.
- To undertake professional development to develop own teaching skills and areas of responsibility to the benefit and development of the whole school.
- To liaise with other teachers in planning, delivery, evaluation, and assessment observing and reporting on each area of the curriculum, especially the development and tracking of long-term plans for the creative curriculum.
- To assess the work of pupils on a regular basis in line with school policy, recording formative and summative assessments, tracking and reporting on pupils' progress using the school's current assessments and standard assessment tests.



- To attend pupil progress meetings and taking any actions identified in them to promote the learning and progress of all pupils.
- To prepare a summative assessment once each year for the purpose of providing a written report for those with parental responsibilities.
- To ensure that the preparation, marking and recording of assessments of pupils' work is carried out professionally and in accordance with agreed school policies.
- To submit medium term and weekly planning forecast of work in line with school planning policies, maintaining own copies of plans with annotated assessment notes which inform future planning.
- To understand and carry out the further duties associated with the role of class teacher including fostering a welcoming caring ethos that values the contribution and achievements of all members of the school community and leading assemblies.
- To ensure that preparations for parental consultation evenings are conducted in accordance with agreed school policies.
- To set and monitor homework in line with school policy.
- To promote the general ethos of the school.
- To promote and maintain good home/school liaison and being readily available to parents for discussions and conveying relevant information to them when appropriate.
- To provide advice and guidance to pupils on social and educational matters.
- To encourage the development of a moral and spiritual dimension among pupils.
- To maintain awareness of current Health and Safety guidance and be responsible for the risk assessments of your own teaching areas within the Academy's policy for Health and Safety.

Appraisal

- To participate in arrangements for the appraisal of your own performance and that of other teachers.

Further Training and Professional Development:

- To keep under review your methods of teaching and programmes of work and participate in arrangements for your further training and professional development as a teacher.



Curriculum Development:

- To participate in the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.
- To take responsibility for specific National Curriculum subject(s).

Discipline, health, and safety:

- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

Staff meetings:

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Administration:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations
- To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils.
- To manage or supervise anyone providing support in your class.
- To contribute to the overall life and work of the school.



- To take on and develop any additional areas of responsibility in line with the needs of the school and commensurate with your experience.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

**Person Specification
Teacher**

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	GCSE and A levels	✓		A
2	Degree / Diploma / Certificate of Education / PGCE	✓		A
3	Qualified Teacher Status	✓		A
4	Evidence of further courses or qualifications		✓	A
Experience		Essential	Desirable	Assessment
5	Experience of teaching Year 6 students in a class environment	✓		A/I
6	Experience in one or more primary school		✓	A/I
7	Experience of supporting children in a classroom environment, including		✓ (highly desirable)	A/I



	those with a range of learning needs or challenging behaviour			
Knowledge and understanding		Essential	Desirable	Assessment
8	The new National Curriculum for primary aged children	✓		A/I
9	A good knowledge of the SEND Code of Practice		✓ (highly desirable)	A/I
10	Experience of planning lessons for primary children and differentiating the learning to meet the needs of all pupils	✓		A/I
11	Experience of assessment procedures and individual target setting	✓		A/I
12	Special Needs teaching and extending more able pupils	✓		A/I
13	Be accountable for the good progress and outcomes of children	✓		A/I
14	Child Protection and safeguarding in a primary school	✓		A/I
15	Partnership working with other schools and colleagues	✓		A/I
Skills and abilities		Essential	Desirable	Assessment
16	Whole class management and organisation	✓		I
17	Ability to promote a love of learning and children's curiosity	✓		I
18	Ability to promote self-esteem and confidence of pupils	✓		I
19	To be able to maintain high standards of behaviour	✓		I
20	To engage, motivate, challenge, and have high expectations of all children	✓		I
21	To communicate effectively (both orally and in writing)	✓		I
22	IT – competent and confident user and experience of using IT in class teaching	✓		I
23	Strategies for creating and sustaining community links		✓	I



Personal Qualities		Essential	Desirable	Assessment
24	Able to work with parents/carers and volunteers	✓		I
25	Team player - ability to get on with and work with and for others	✓		I
26	Organised	✓		I
27	Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	✓		I
28	Enthusiastic and committed	✓		I

