



Title of Post: Primary Class Teacher	Salary: NQT/MPS/UPS
Department: Primary	Line Manager: Headteacher

Key responsibilities as a Teacher of English:

To deliver outstanding teaching and learning of English and achieve excellent results for student to impact on the Free School more widely.

Key Responsibilities

- Plan, resource and deliver lessons to a high standard that ensure real learning takes place and students make good progress;
- Provide a nurturing classroom and school environment that helps students develop as learners;
- Help to maintain discipline in the classroom and across the whole school so that the behaviour of students in the classroom is consistent with the agreed standards of behaviour in the school;
- Contribute to the effective working of the school.

Main Core Employment Duties

Teaching and Learning

- Take responsibility for the progress of a class of primary age pupils;
- Organise the classroom and learning resources to create a positive learning environment;
- Ensure and maintain the highest possible standards of learning, progress and achievement for any pupil taught through a positive, exciting, stimulating, purposeful learning environment;
- Motivate pupils with enthusiastic, imaginative presentation, so they are able to achieve the maximum of which they are capable;
- Maintain discipline in all lessons and areas of the school;
- Set homework in accordance with the homework policy and timetable;
- Have knowledge, understanding and experience of the National Curriculum;
- Take part in school events and activities that can be run out of school session time;
- Be a committed member of the school team, playing a positive, active part in the life of the school community;
- Willing to contribute to extra-curricular activities;
- Plan, prepare and present lessons that cater for the needs of the whole ability range within their class, differentiating appropriate learning activities;
- Work with others to plan and coordinate work
- Promote high standards of care and presentation and the emphasising of positive achievement;
- Exploit cross-curricular themes so that pupils appreciate that all aspects of study are interconnected;
- Meet the requirements for the assessment and recording of pupils' development;
- Provide feedback to parents on a pupil's progress at parents' evenings and other (less formal) meetings;
- Maintain a partnership with parents to ensure progress and support for pupils;
- Report and discuss progress and pupil needs to and with parents through parents' evenings and written reports;
- Liaise with external agencies for the good of the pupils;

School Ethos

- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships;
- Help to develop a faculty/department culture and ethos that is utterly committed to achievement;
- Maintaining a high quality level of visual display within the classroom;

- Willingness to contribute to the wider life of the school including an involvement in extracurricular activities.

Staffing

- To keep up to date with developments in the Primary,
- To work with your line manager(s) to design and deliver a successful curriculum so that it meets the aims of the school and the needs of all pupils;
- To work with your line manager(s), SENCO to measure that the individual needs of students within teaching groups are met.

Preparation

- To follow the specification and schemes of work devised in your department(s);
- To work in line with departmental and whole school policies;
- To prepare well for every lesson to meet the outcomes of the lesson;
- To set work for all classes, both pastoral and subject areas, if absent from school;
- Keep up to date with developments in your subjects area(s);
- To help to develop resources to enable courses to be delivered effectively.

Assessment/Recording and Reporting

- To provide constructive comments designed to correct misunderstanding and to consolidate learning when marking students' work;
- To take a register of students' attendance;
- To report to parents/careers through parent meetings, less formal meetings or in writing as required;
- To provide rigorous and accurate tracking data when required, and at the intervals identified in the school calendar.

Other

- Undertake other various responsibilities as reasonably directed by your line manager(s) or member of the SLT;
- Assistance in pastoral responsibilities.

Generic duties and responsibilities for all Field Lane Junior, Infant and Nursery School staff

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensuring that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Safeguarding/Child Protection

- Work in accordance with the school policies and guidance on Safeguarding/Child Protection, undertaking Safeguarding Child Protection training every three years and refreshers when required, reporting any concerns to the Designated Safeguarding Lead.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities

- Understanding, complying and enforcing equal opportunity within the workplace. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health & Safety Policy and Procedures, cooperate with management, follow established schemes of work, use personal protective equipment where necessary, attend Health and Safety training, as required, and report defects and hazards to management.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students and pupils (Head's decision is final);
- All staff should arrive on time to commence their duties as described by their contracts;
- All staff are expected to attend on the days covered by their specific contract;

- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
- All staff are expected to treat each other, parents, students and member of the public with respect;
- Promote the school in the wider community.

Contributing as an effective and collaborative member of the School team

- Participating in training, as appropriate, to be able to demonstrate competence;
- Participating in First Aid training if required;
- Participating, as appropriate, in the on-going development, implementation and monitoring of the School and departmental development plans;
- Championing the professional integrity of the School;
- Use the Performance Management process to enhance your own practice in line with the school's aspirations and priorities;
- Supporting Teaching and Learning focus and the electronic management of processes, as appropriate;
- Actively sharing feedback on School policies and interventions, as appropriate;
- Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Head teacher.

Criteria		Essential/ Desirable	How Assessed
Education and Qualifications:	<p>Qualified to degree level</p> <p>Qualified to teach (and work) in the UK</p> <p>Experience of teaching Key Stage 2</p> <p>An understanding of current best practice in Primary education</p>	E	A/I
Experience:	<p>Evidence of continually improving teaching and learning</p> <p>Possess sound procedures to ensure good behaviour and discipline within the classroom</p> <p>Be a successful, inspiring and innovative classroom practitioner</p> <p>Have good communication, planning and organisational skills</p> <p>Be an excellent classroom teacher with a genuine passion and belief in the potential of every pupil</p>	E	A/I
Curriculum:	<p>The ability to teach every curriculum subject to a KS2 Class, including early reading and phonics</p> <p>The ability to prepare stimulating lesson plans and teaching materials</p> <p>The ability to assess and record pupils' attainment</p> <p>To have high expectations for accountability and consistency</p> <p>Experience of monitoring pupils' progress</p>	E	A/I
Development:	<p>To attend and participate in staff meetings</p> <p>To follow school policies</p>	E	A/I

	Commitment to regular and on-going professional development and training to establish outstanding classroom practice		
Personal qualities and attributes:	<p>A hard working, enthusiastic and dedicated professional who shows initiative</p> <p>The ability to inspire, motivate and support staff and pupils</p> <p>Willingness to contribute to extra-curricular activities</p> <p>The ability to work as part of a team</p> <p>Good planning and organisational skills</p> <p>The ability to communicate effectively with staff, parents and pupils</p> <p>Flexibility and a good sense of humor is highly desirable</p>	E	A/I

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (QTS)
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: Jan 2022

Signature of Teacher:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.