

All Saints' C. of E. Primary School

Rooted in Faith, Growing Through Learning



Job Description Class Teacher - Maternity Cover

Grade: Main Scale

Reporting to: Headteacher, Senior Leadership Team and Governors

1st September 2024 – 31st August 2025

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

Purpose:

- 1) To carry out the professional duties of a Class Teacher, with due regard to the requirements of the National Curriculum, to ensure high quality education for all our pupils
- 2) To promote and enhance the aims and objectives of our school and maintain its philosophy of education
- 3) To work in partnership with staff, governors and other agencies, as appropriate, to offer to all our pupils a highly effective education in a stimulating and engaging environment
- 4) To promote the Christian values and ethos of our school

Teaching and Learning

- To have a thorough knowledge and understanding of the National Curriculum
- To plan and prepare programmes of work which meet the needs of the full range of children's abilities in the class/group
- To identify clear objectives and expected outcomes for children's learning, building upon their prior attainment, and adopt a range of strategies to meet their different learning styles
- To set high expectations for behaviour, establishing positive relationships and a stimulating learning environment
- To provide effective teaching of whole classes, groups and individuals so that learning aims/objectives are met, momentum and challenge are maintained and best use is made of teaching time
- To use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils and accelerate their progress
- To plan and prepare work using appropriate resources to make learning accessible to all pupils, including those with Special Educational Needs and children speaking English as an Additional Language
- To identify pupils who have special educational needs and work within the school SEND policy in order to give positive and targeted support and implement Individual Education Plans (IEPs)
- To use teaching strategies which engage pupils and stimulate an enjoyment of learning
- To demonstrate effective questioning and responses and promote pupil voice in lessons
- To select and make good use of learning resources, including ICT and computing, which enable objectives to be met
- To manage resources appropriately in order to enable children to develop skills necessary for independent learning
- To plan the work of teaching assistants for whom they have responsibility, ensure colleagues are briefed effectively and ensure that activities undertaken promote achievement of pupils

Assessment and Evaluation

- To assess, record and report the development, progress and attainment of pupils in accordance with the schools' assessment and evaluation procedures
- To evaluate how well learning objectives have been achieved and use this evaluation to inform future planning and teaching
- To mark and monitor pupils' class and homework in line with school policies
- To participate in arrangements, as appropriate, for preparing pupils for national assessments, recording and reporting results as required and participating in arrangements for pupils' supervision at such times

Relationships with Parents and the Community

- To communicate effectively with parents, both formally and informally, thereby encouraging active participation in the education of their children
- To prepare and present informative written reports to parents annually
- To liaise with agencies responsible for pupils' welfare and attend meetings when necessary
- To deal sensitively with members of all communities represented locally including the church

Professional Development

- To understand the need to take responsibility for personal professional development and keep up to date with research and developments in pedagogy and in the subjects taught
- To participate in further training and professional development as appropriate
- To participate in staff meetings which relate to the curriculum or organisation of the school
- To participate in arrangements within the agreed framework for appraisal
- To reflect upon feedback from colleagues, self-evaluate own teaching and participate in the school's aims to share good practice and improve the quality of practice

Professional Conduct

- To fully support the aims and ethos of the school
- To set an excellent example to children, staff and parents in terms of presentation and personal conduct
- To relate positively to colleagues, establishing effective and professional working relationships
- To implement all current school policies and procedures
- To safeguard the health and safety of pupils at all times
- To carry out any other such duties which may be required from time to time to meet the needs of the school

Equal Opportunities

- To ensure all pupils have access to an appropriately broad and balanced curriculum.
- To adhere to the school's policies for equality of opportunity
- To ensure that the planning and teaching methods take account of the language and learning needs of pupils, including those who have SEND or for whom English is an additional language

Subject Leadership (Excluding ECT 1)

To undertake subject leadership in a curriculum or related area and:

- Demonstrate excellent knowledge and understanding of the subject
- Understand how the subject relates to the curriculum as a whole, demonstrating the characteristics of high-quality provision.
- Review and develop a comprehensive policy for the subject
- Identify, through effective monitoring of your subject area, realistic and challenging targets for improvement

- Establish, with the involvement of relevant staff, action plans for the development and resourcing of the subject which contribute to the whole school development plan
- Through effective planning ensure curriculum coverage, continuity and progression within the subject for all pupils
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement within the subject, including setting targets
- Through the review process identify the strengths and weaknesses in learning and teaching
- Report to governors or the school leadership team on progress towards targets
- Lead professional development through example and support, drawing on other sources of expertise such as LA advisors, independent consultants and subject associations.

Safeguarding Children

- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Keeping Children Safe in Education (Sept 2019) in relation to child protection and safeguarding children and young people as this applies to the employee's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the employee's role.
- To ensure that the staff's line managers are made aware and kept fully informed of any concerns which the staff may have in relation to safeguarding and/or child protection in accordance with school policies and procedures

Whilst every effort has been made to list the main duties and responsibilities, each individual task may not be identified. These duties may vary to meet the changing demands of the school and/or the developing career aspirations of the teachers.

Person Specification

When writing the supporting statement please ensure that you have **covered all the points below in order**. Please give personal examples to support the points, which make clear your role and responsibilities.

Qualifications and Experience

- Qualified teacher status
- Degree or equivalent

Skills and Knowledge

- Knowledge of the National Curriculum
- Knowledge of effective teaching and learning strategies
- Ability to plan and deliver lessons to meet the needs and effectively challenge all learners across all areas of their development so they fulfil their potential
- A good understanding of how children learn
- Ability to adapt teaching to meet pupils' needs including those with SEND
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding
- Knowledge of effective behaviour management strategies
- Good ICT skills, particularly using ICT to support learning
- Ability to interpret and analyse attainment data to identify learning needs and set targets.
- Ability to maintain high standards of behaviour and excellent discipline using positive strategies.
- An understanding of the role of parents/carers in improving attainment and experience of working directly with parents/carers
- Ability to create a stimulating learning environment

Personal Qualities:

- Passion for teaching and learning
- Sympathetic to the Christian ethos of our Church of England School.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- High expectations for children's attainment and progress
- Ability to work under pressure and prioritise effectively
- Committed to taking account of pupils' views for school improvements
- Reflective and self-evaluative in developing as a teacher
- Adaptable and flexible
- Committed to own professional development
- Recognises the importance of confidentiality in a school context
- Commitment to safeguarding and equality