|  |  |  |
| --- | --- | --- |
|  | **Parley First School** **Job Description****Key Stage 1/2 Class Teacher** | C:\Users\Mrs Thorne\AppData\Local\Temp\Temp1_RE__Can_I_share_your_letter_.zip\Parley first.jpg |
| **Employer** | Parley First School | **Salary** | Teachers Main Pay Scale |

|  |
| --- |
| **Key Purpose** |
| The responsibilities specified in the following job description are in accordance with those specified in the School Teachers’ Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall values of Respect, Independence, and Creativity and uphold the aims of the “Every Child Matters” agenda to establish and maintain the highest quality possible of learning and teaching.  |

|  |
| --- |
| **Teaching** |
| * Responsible for the education and welfare of a designated class/groups of pupils in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard for the requirements of the National Curriculum, the schools aims, objectives and schemes of work and the policies drawn by this school’s Governing Body, as well as contributing to the values upheld in the school.
* Co-operate with the Headteacher and others in preparing and developing courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements, in accordance with school policy
* Plan and prepare courses of work and lessons
* Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere
* Assess, record and report on the development, progress and attainment of pupils and attend parent consultation interviews
* Maintain Individual Needs plans, keeping them up-to-date, liaising with the Special Educational Needs Co-Ordinator and informing parents of the process and progress
* Maintain and organise a stimulating learning environment within the classroom, with well-prepared displays, and contribute work for presentation around the school
* Be responsible for supervising the work of Teaching Assistants supporting your teaching, if relevant, and any parent helpers
 |

|  |
| --- |
| En**Curriculum** |
| * To support colleagues to ensure high standards are achieved by all staff and pupils in their teaching and learning. This will include regular monitoring of curriculum planning, colleague’s teaching, scrutiny of work, curriculum displays, utilisation of teaching assistant, use of resources during your professional time
* Annually review learning plans, contributing to any targets to the School Development Plan
* Work with the school’s Senior Leadership Team and other leaders, to ensure standards are maintained and improved
* Report to Governors regularly on standards in teaching and learning in your year group (usually annually)
* Communicate and co-operate with persons or bodies outside the school to develop and promote teaching and learning
* Participate in meetings arranged for any of the purposes described above
 |

|  |
| --- |
| En**Other Activities** |
| * Promote the general progress and well-being of both individual pupils and the class as a whole
* Provide guidance and advice to pupils on education and social matters, making reports of and records on their personal and social needs
* Communicate and consult with the parents of pupils and Governors
* Carefully manage the stock and resources used within the classroom
* Participate in meetings at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements
 |

|  |
| --- |
| En**Assessment and Reports** |
| * Assess, record and report children’s progress and achievements in accordance with School Policy and Procedure
* Provide or contribute to oral and written assessments, reports and references relating to individual pupils, including regular Parent/Teacher meetings
 |

|  |
| --- |
| En**Personal/Professional Development** |
| * Participate in the Performance Management/NQT Induction Schemes operated by the school, reviewing regularly, your methods of teaching and programmes of work with the school’s Senior Leaders or Head Teacher, or if different, your appointed appraiser
* Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and formally
* Take responsibility for developing your own Continuous Professional Development Portfolio
 |

|  |
| --- |
| En**Discipline, Health and Safety** |
| * Maintain good order and discipline among the pupils in your class, and share in the corporate responsibility for the well-being and behaviour of all pupils in this school
* Safeguard the pupils and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere
* Ensure that you familiarise yourself with the Health and Safety policy and procedures of the school and follow them
* Report any breaches in Health and Safety to the staff representative or Headteacher
 |

|  |
| --- |
| En**Administration**  |
| * Participate in administrative and organisational tasks related to such duties as are described above, including the requisitioning and controlling of equipment and materials for your classroom
* Mark the form register, ensuring absences or lateness are noted and appropriate action taken where there are concerns
* Assist in the supervising of pupils, whether these duties are performed, during or after school sessions
 |

|  |
| --- |
| Any other duties commensurate with the role of Class Teacher that may be required from time to time. Class Teachers are accountable to the Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder’s professional responsibilities and duties.The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.  |

|  |  |  |
| --- | --- | --- |
|  | **Parley First School** **Person Specification****Key Stage 1/2 Class Teacher** |  |

|  |  |  |
| --- | --- | --- |
| **Education/Qualifications** | **Desirable** | **Essential** |
| Qualified Teacher Status |  | X |
| Degree |  | X |
| **Knowledge and Understanding**  | **Desirable** | **Essential** |
| Have a clear and thorough understanding of the schools safeguarding issues and safer working practices and procedures and follow them  |  | X |
| To have a clear understanding of the National Curriculum and its application  |  | X |
| A knowledge of strategies that enable the teacher to teach to mixed ability pupils within the same class and provide work which is differentiated to cater for the entire ability range |  | X |
| Knowledge and understanding of the Primary Curriculum and its application |  | X |
| To be able to develop a creative curriculum  |  | X |
| To motivate and inspire pupils |  | X |
| An understanding of and commitment to team working  |  | X |
| **Communication**  | **Desirable** | **Essential** |
| The ability to communicate effectively in a verbal and written form to a range of audiences |  | X |
| **Skills and Aptitudes** | **Desirable** | **Essential** |
| Key Stage 1 and 2 specialists with the ability to teach a wide range of subjects across the primary age range |  | X |
| The ability to communicate to a specific curriculum area or areas |  | X |
| To be able to use effectively a variety of teaching and organisational styles and resources including ICT |  | X |
| A willingness to work throughout the Castleman Academy Trust schools |  | X |
| To have the ability to develop and maintain good professional relationships and contribute positively to a curriculum development |  | X |
| Ability to set high standards and provide a role model for staff and pupils |  | X |
| Ability to deal sensitively with people and resolve conflicts |  | X |
| Ability to work with and deploy staff and resources effectively  |  | X |
| **Disposition**  | **Desirable** | **Essential** |
| To be committed to raising the levels of achievement of children of all abilities |  | X |
| Able to work as part of a team  |  | X |
| **Personal Qualities**  | **Desirable** | **Essential** |
| Passionate about Learning and Teaching |  | X |
| Displays warmth, care and sensitivity in dealing with children  |  | X |
| Open minded, self-evaluative and adaptable to changing circumstances and new ideas |  | X |
| Able to enthuse and reflect upon experience |  | X |
| Willingness to be involved in the wider life of the school |  | X |
| Ability to prioritise |  | X |
| Good interpersonal/communication skills |  | X |
| When all the above fail, to maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence |  | X |
| **Safeguarding and Special Requirements** | **Desirable** | **Essential** |
| The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.  |  | X |
| The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references. |  | X |
| It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them. |  | X |
| The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust’s Policies and ethos |  | X |