



Job Description

Teacher KS1 / Lower KS2

Grade: MPS

Reporting to: Line Manager

Posts reporting to this position: N/A

Working hours: 8:30am – 3:30pm Mon-Fri

Based at: Dymchurch Primary School

JOB PURPOSE AND RESPONSIBILITIES:

The education and welfare of a designated class of pupils in accordance with the requirements of the Teachers Pay and Conditions Document, having due regard to the aims, values and ethos of the school, its aims and objectives in relation to the delivery of the National Curriculum and associated assessment and record keeping, and any policies of the LA and Governing Body.

Purpose of the Job:

To facilitate and encourage learning which enables pupils to achieve high standards; to share and support the corporate responsibility for the wellbeing, education and discipline of all pupils. To understand and adhere to the School Vision and Values.

KEY DUTIES AND RESPONSIBILITIES

Professional duties / responsibilities

- To inspire pupils, promoting a positive, stimulating approach to learning
- To lead by example, providing a good professional model as a classroom practitioner
- To communicate high expectations and ambition to children in their work and attitude
- To maintain good order and discipline amongst pupils, in accordance with the school's behaviour and anti-bullying policy
- To plan, prepare and implement an appropriate programme of work for the children which:
 - takes account of individual needs through scaffolding and encourages children to be confident, independent, lifelong learners
 - promotes their social, moral, spiritual and cultural development
 - fulfils the National Curriculum
 - is in line with school policies
- To assess and evaluate children's work so that it informs future planning and makes their next steps in learning clear
- To contribute positively to a whole school ethos of improvement and challenge
- To set annual targets for pupils in maths, reading and writing and to track their progress towards them, participating in termly pupil progress meetings and addressing areas for development
- To ensure that all the children within the class have equal access to the experiences and opportunities provided
- To have pastoral care of the teaching group, within the school ethos, by:
 - being a good role model for the children in all personal qualities
 - fostering the positive self-image of each child through praise and encouragement
 - respecting each child and ensuring that the children know they are valued
- To take an active part in meetings/working groups relevant to the age range that you are teaching
- To keep parents of the children within a group or class informed of their child's needs and progress within both the formal structure of the school's reporting format and informally when required



- To take every reasonable step to ensure the safety of the children, especially in activities such as PE, educational visits and practical activities and to report any health and safety issues or concern to the Headteacher or the Health and Safety representative
- To alert the Child Protection Co-ordinator to any cause for concern and use the expertise of senior and other colleagues for professional advice and support
- To continue personal and professional development and provide feedback to colleagues
- To actively promote and implement whole school policies and to support initiatives decided by the Headteacher and staff

SUBJECT LEADER

Job purpose

- To monitor the quality of pupil learning and achievement in the subject and provide a bi-annual progress report/update to the Leadership Team
- To plan appropriate improvement strategies based on accurate monitoring and evaluation of provision, addressing both subject and whole school priorities
- To organise and manage moderation exercises
- To maintain a portfolio of examples of pupils' learning
- To facilitate the writing/review of an appropriate school policy for the subject, monitoring and evaluating the implementation of the policy and reviewing it in line with changed circumstances
- To ensure National Curriculum coverage by promoting an appropriate long-term plan for each year group
- To review year group schemes of work and curriculum maps to ensure that coverage is maintained and that adequate time is assigned to the subject
- To ensure that assessment is being carried out according to the school's agreed timetable and that outcomes are being used to inform future planning
- To maintain an up-to-date knowledge of local and national initiatives, by attending Trust subject leader meetings and engaging in relevant CDP
- To support, motivate and advise staff in the development of their subject knowledge and teaching skills
- To provide parental interest and understanding of the use of the subject across the curriculum
- Be responsible for the budget allocated to the subject area, and prioritise resource needs

In addition the postholder:

- should be aware of any new legislation that affects the school during the year.
- will take an active part in the annual Appraisal Cycle

Responsibilities

- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.
- Each holder of a post of responsibility should ensure by consultation that his or her area of responsibility receives adequate consideration in the course of the year.

This job description will be reviewed during each Performance Management review or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children. **This role is subject to an enhanced DBS check.**

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Person Specification

Teacher

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Experience	<ul style="list-style-type: none">• To have recent experience and understanding of the continuity and progression of the curriculum throughout the primary phase.• To have knowledge of and belief in inclusive practice providing maximum opportunity for all pupils to make good progress.• To have experience working effectively as part of a team.
Education and training	<ul style="list-style-type: none">• Qualified Teacher Status.• A commitment to continuing professional development.• Recent experience using ICT to support learning.
Aptitudes	<p>To have the ability to:</p> <ul style="list-style-type: none">• Communicate effectively with adults and children.• Teach a broad and balanced, differentiated curriculum that meets the needs of all children.• Use a wide range of resources in order to plan an innovative curriculum.• Potential to lead the development of a curriculum area throughout the school.
Personal qualities	<ul style="list-style-type: none">• To be passionate about learning and teaching reception children.• To be open to new initiatives.• To enjoy working with primary-age children to enable them to develop independence and experience success at their own level.• To have interesting and creative ideas for child-initiated activities• To have a commitment to raising standards.• To have high expectations of behaviour and achievement.• To maintain a calm and positive attitude when working under pressure.• To be approachable.• To be flexible in order to adapt to unexpected changes.• To maintain confidentiality at all times.• To be supportive of the aims of the school.• To demonstrate a positive, professional manner.• To adopt a sensible and appropriate work/life balance.