



PRINCIPAL: MR JOHN McPARLAND BD PGCE MA NPQH

TEACHER

JOB DESCRIPTION

Post: Primary Teacher

Responsible to: Vice Principal (Head of Primary)

Job Purpose:

You will be expected, as part of the school community to raise overall achievement at The John Wallis Church of England Academy. The duties outlined in this job description are in addition to those covered by the latest 'School Teachers' Pay and Conditions Document'. It will be reviewed with you to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility. In particular you will assist the Heads of School in attaining the following:

- To achieve a standard of teaching and learning that is evidenced by 80% observed lessons being good or outstanding.
- To ensure safeguarding practices are paramount for all pupils.
- To enhance and uphold the good reputation of the school, upholding the school's Christian character.
- To be a strong member of the Middle School that results in actions which provide first class teaching and learning opportunities for pupils and staff.
- To work with the whole school community to raise overall achievement, specifically focusing on teaching and learning.
- To support the school in the key measure of whole school agreed targets.
- That the tracking of data enables teachers to identify for their classes at any given moment, which pupils are working above, on or below their target grades.
- That action addresses under-achieving pupils and that the impact of these actions is making a significant difference in raising standards.
- To work with your Year group colleague to provide an integrated coherent approach to teaching and learning.
- To take an active role in Performance management.
- To provide specialist subject expertise for the Senior Leadership Team and Staff.
- To take assemblies as required.

Key Responsibilities:

Strategic Management:

- To develop and implement the school's strategy for raising attainment through relevant CPD, First Quality teaching, AfL and APP.
- To integrate Year group planning with the major objectives of the school development plan and takes the curriculum forward to meet the targets set by the Governing Body.
- In conjunction with the Head of Middle School, set strategic targets
- To develop and implement partnerships to support the curriculum and other activities such that wider expertise enriches the holistic learning experiences of the students and the wider community.

Teachers will have additional specific responsibility in their Teams for:

- Designing a broad curriculum in the Middle School that meets the aims of the school and the needs of all pupils.
- Making sure that innovative and appropriate approaches to learning are made available to pupils with specific learning needs, for example: those with a low skill base, and the very able.
- Evaluating National and International initiatives to promote learning and incorporating appropriate elements into the Schools strategy for raising standards.
- Working with other Mini Schools to agree schemes of work so that the content of the units are complementary and so provides pupils with a broader understanding of the subject and its links with other fields of study.
- Ensuring that the statutory requirements of the National Curriculum are met.
- Ensuring Community and enrichment aims are reflected in teaching and learning experiences, so that cross-curriculum dimensions work together within the curriculum to provide compelling learning experiences.
- Evaluating the design and delivery of the curriculum for; continuously striving to improve all aspects.
- Constantly monitoring and evaluating progress towards meeting pupil achievement and progress targets and reporting to the Senior Leadership Team and parents.
- Regular use of appropriate ICT initiatives to influence and improve learning for pupils and adults.

Financial Management:

- Making sure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Evaluating use of financial resources to ensure that desired outcomes are met.
- Advising the Head of Primary and Senior Leadership Team of potential additional funding for Year group and assist with the bidding process.

People Management:

- Adopting a strong, caring and flexible style so as to influence and motivate staff and pupils to achieve their objectives and those of the school.
- Reflect the Christian values that underpin the school's foundation during the day-to-day.
- Creating an environment of open-mindedness, fairness and harmony between groups and individuals.
- Create an environment where there is drive, high expectations and ambition, to transform the learning experiences of the pupils.
- Working proactively with Teachers, Learning Assistants, Mini School Leaders, Specialist Teachers and the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
- Implementing 'Best Practice' School's performance management processes so as to provide a positive framework for TA staff development and achievement.
- Assisting the Senior Leadership Team to ensure that a significant staff development programme is designed and implemented. This will be structured and relevant, taking into account the development priorities of the school and those of individual members of staff. It will be visibly linked to the outcomes of the performance management process.
- Supporting the Teams in case of absence.
- In conjunction with all staff, organising activities/processes that encourage team development (including parents and partners).
- Making sure that effective, caring policies concerning a broad range of pupil and staff welfare matters are implemented.
- Providing overt support to staff to enable them to effectively implement the policies of the school.
- Creating an environment where there is visible acknowledgement that everyone's contribution is valued.

Developing and maintaining strong community links:

- Supporting initiatives to outreach to the community.
- Assisting the Senior Leadership Team to create and implement ways of actively involving parents in the learning process.
- Networking with primary and secondary schools in Ashford and beyond to share best practice.

Facilities management includes:

- Ensuring that physical resources to deliver the curriculum are acquired and are maintained effectively thereafter.
- Making sure that the school and classroom environment is used in the most effective way to meet the needs of all pupils and of the curriculum.
- Promptly Informing Senior Leadership Team of any health and safety issues.

General Administration:

- Ensuring that all administrative systems are based on the optimum use of information technology.
- Providing appropriate, accurate and timely pupil data to enable continuous evaluation of progress.
- Checking that information required by various internal and external bodies is produced within the given time scale and is of excellent quality.
- Provide timely evidence for the performance management cycle.

Accountability and Key Performance Indicators:

- Ongoing responsibility towards percentage of pupils gaining combined Mathematics and English Level 4 + measured against whole school targets.
- Percentage of pupils meeting their class attainment targets as set with the Progress Leader.
- Percentage of pupils meeting their class progress targets, at least 2 sub levels per year.
- Proportion of lessons formally observed to be good/outstanding as set out by Kent County Council (80%).
- Responsibility taken for personal professional development.
- Actual budget spend against forecast.



The Diocese of
Canterbury



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