



JOB DESCRIPTION

Fixed Term Teacher **(Maternity leave)**



Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Key Tasks

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear learning objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment
- identifying SEND or very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - select appropriate learning resources and develop skills for learning through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- using a variety of teaching strategies which involve planned adult intervention, first hand experience and play and talk as a vehicle for learning.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep electronic records;
- check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of children as required for statutory assessment including moderation
- prepare and present informative reports to parents.

Subject Responsibility (only applies to RQTs and above)

- Lead and manage a foundation subject across the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff.

Signed..... Dated.....



PERSONAL SPECIFICATION Fulltime or 0.8 Class Teacher



	ESSENTIAL	DESIRABLE	Stage Identified
QUALIFICATIONS / EDUCATION	<p>Qualified Teacher Status</p> <p>Evidence of recent Continuing Professional Development including safeguarding training.</p>	<p>Participation in collaborative CPD work.</p>	<p>Application</p>
EXPERIENCE/ KNOWLEDGE	<p>Recent experience of teaching in a primary school with evidence of having achieved successful pupil outcomes. Understand the importance of personalised learning and supporting vulnerable learners.</p> <p>Evidence of experience and thorough knowledge of the New National Curriculum.</p> <p>Evidence of a range of teaching and learning strategies. Evidence of teaching and learning judged to be consistently good or better.</p> <p>Thorough understanding of the safeguarding of children.</p>	<p>Experience of provision-based learning in KS1.</p> <p>Experience of teaching in KS1 and 2</p> <p>Familiar with Little Wandle phonic scheme.</p>	<p>Application</p> <p>Observation</p> <p>Interview</p> <p>Reference</p>
SKILLS	<p>Excellent teacher, with high expectations of self and all pupils.</p> <p>Able to stimulate children's interest and engagement in learning.</p> <p>Able to use ICT effectively to enhance learning.</p> <p>Able to monitor and evaluate pupil progress in order to identify and plan for next steps in learning.</p> <p>Uses a range of strategies to promote high standards of behaviour.</p> <p>Effective use of a range of AfL strategies to enhance pupil progress.</p> <p>Able to lead at least one curriculum area across the whole school.</p> <p>Excellent communication skills both written and oral.</p>	<p>Experience of planning as part of a team.</p> <p>Experience of teaching mixed age classes.</p> <p>Experience of supporting colleagues to develop best practice.</p> <p>Proven examples of leading innovative work in school.</p>	<p>Application</p> <p>Observation</p> <p>Interview</p> <p>Reference</p>
PERSONAL ATTRIBUTES	<p>Friendly, caring attitude towards children, colleagues and parents.</p> <p>Dedicated and passionate about teaching.</p> <p>Organised and understands the demands of the job.</p> <p>Keen to be involved in the wider life of school.</p> <p>An effective team player.</p> <p>Actively committed to the principles of the school's Equal Rights policies and practices.</p> <p>Able to support the vision and aims of the school.</p> <p>Reliable, resilient and reflective.</p> <p>Committed to own CPD.</p> <p>Creates and maintains excellent relationships with all members of the school community, especially parents</p>	<p>An interest in Music or can play an instrument.</p> <p>An interest in computing</p>	<p>Application</p> <p>Interview</p> <p>Reference</p>