



**Principal: Mrs L Heathcote**  
Merlin Top Primary Academy  
Braithwaite Avenue  
Keighley  
BD22 6HZ

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## Outcomes Focused, Child Centred

Dear Candidate,

Thank you for taking in the post. The vacancy is a maternity cover, fixed term for one year (starting in September 2019). Following our successful Ofsted inspection in March, when all areas were graded outstanding, this is an exciting opportunity for an ambitious teacher. A paid induction period is possible for NQT's at the end of the summer term.

Our curriculum is varied and exciting and we believe in providing the children with the widest possible access to learning opportunities that might not routinely be available to them.

**'Through the 'i-challenge' curriculum, leaders provide access to a wide range of opportunities which promote pupils' emotional, physical and intellectual development. Activities provide pupils with opportunities to develop what they and leaders call the 'building blocks' of successful life skills, such as teamwork, resilience, responsibility and friendship.'**

Staff are well supported by the trust and the successful candidate would be joining a committed and effective staff team.

**'Teachers make good use of pupils' progress and attainment information in their planning of learning tasks. As a result, teachers are very effective in enabling pupils from their different and often well-below-national-average starting points to make substantial gains in their learning.'**

Whether you are experienced or a newly qualified teacher looking for your first post, we believe that Merlin Top is an outstanding place to work. Staff are supportive and we work together as a team to achieve the best for the children we teach.

I strongly recommend a visit as I am always happy and proud to show visitors around. I can also be contacted via email if you have any questions about the post ([l.heathcote@northerneducationtrust.org](mailto:l.heathcote@northerneducationtrust.org)).

Thank you for taking the time to read the information and I look forward to receiving your application should you choose to apply.

Yours sincerely  
Lesley Heathcote

The details set out below describe the main leadership duties and responsibilities relating to this post; however a document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out, and no part of it can be so construed.

### **Key leadership responsibilities:**

1. Support the schools aims and objectives by contributing to a stimulating and challenging learning environment for children.
2. Promote the achievement and wellbeing of all children by maintaining excellent professional standards at all times.
3. Lead, participate and support the appraisal process to ensure effective classroom practice working at all times with reference to The Teacher Standards document.
4. Keep up to date with local and national initiatives.
5. To have knowledge of and implement all NET and school policies.
6. Maintain good order and discipline and safeguard children's health and safety.
7. Be an active member of the phase team.
8. Be familiar with the requirements of the National Curriculum, statutory and school level assessment and reporting arrangements.
9. Monitor and track the progress of pupils with a particular focus on vulnerable groups.
10. Support whole school events and initiatives such as:
  - i-challenge events
  - Celebration events
  - Residentials and visits

### **Core Purpose of Class Teacher:**

Provide high quality teaching, learning and achievement for all pupils, making effective use of resources. Ensure that assessment outcomes are used to inform planning and target setting, in order to raise standards of attainment for all pupils.

### **Principal responsibilities as a class teacher:**

1. Teach children within the primary age range as directed by the Head Teacher, keeping up to date with developments relating to the primary curriculum.
2. Plan lessons following agreed schemes of work and curriculum policies to meet pupil's individual learning needs.
3. Use a range of appropriate teaching strategies to secure effective classroom management.
4. Make use of information about prior attainment to set challenging but realistic expectations and learning targets for pupils.
5. Assess and monitor pupils' progress, maintain records and give clear and constructive feedback.

6. Ensure that pupils make good progress and achieve well relative to prior attainment.
7. Maintain a stimulating learning environment and supportive educational ethos including use of teaching materials and resources.
8. Make an active contribution to school policies and strategies for school improvement.
9. Take responsibility for continuing professional development and use the outcomes to improve teaching and learning.
10. Supervise, guide and direct the work of support staff as required.
11. To support the school's philosophy regarding parental involvement- forming good relationships with parents, encouraging them to discuss their children freely, explaining classroom practice and routines and building up a relationship of trust.
12. To have shared responsibility for the learning environment other than the classroom. E.g. Display areas, library, corridor areas.
13. To take an active part in the school's training programme for the teacher's own continuing professional development.

**Please note:**

This job description is subject to amendment in line with the provisions of the School Teachers Pay and Conditions Document. Reviews will normally take place at the end of an academic year or earlier where necessary; and following consultation with the post holder.

Teachers signature: \_\_\_\_\_ Date:

Principal signature: \_\_\_\_\_ Date:

## Teacher

	ATTRIBUTES
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven classroom practitioner</li> <li>• Excellent understanding of teaching and learning</li> <li>• Ability to work successfully as a member of a team</li> <li>• Experience of school improvement work, which supports teaching and learning</li> <li>• Experience of target setting and monitoring pupil progress</li> </ul>
<b>EDUCATION &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> </ul>
<b>PROFESSIONAL KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Has clear education philosophy and skills including:             <ul style="list-style-type: none"> <li>▪ understanding how children learn</li> <li>▪ planning for the effective delivery of the Curriculum</li> <li>▪ assessing children's progress and building next steps</li> </ul> </li> <li>• Sound knowledge and understanding of special educational needs and inclusion which ensures full access for all children</li> <li>• Demonstrate high level interpersonal skills and show ability to work as a team leader</li> <li>• Effective and positive behaviour management skills</li> <li>• Ability to lead and motivate others</li> <li>• Can demonstrate an ability to initiate, sustain and complete change for the benefit of the school</li> <li>• Good oral and written communication skills</li> <li>• Experience of writing schemes of work</li> </ul>
<b>FACTORS RELATING TO THE VALUES AND AIMS OF THE SCHOOL</b>	<ul style="list-style-type: none"> <li>• The ability to make a positive contribution to the school</li> <li>• Has high expectations and ambition for children to do well</li> <li>• Holds children in high esteem; has a caring nature and an empathy with children and the ability to motivate children</li> <li>• Ability to strengthen the links between the school and the community and be committed to working for and effectively with parents, pupils, community and the governing body</li> <li>• Has commitment to extra - curricular activities</li> <li>• Has a commitment to providing a broad and balanced curriculum</li> <li>• A willingness to work collaboratively with other schools</li> </ul>