**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

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| **School/College:** | **Clenchwarton Primary School** |
| **Job Title:** | **KS2 Class Teacher** |
| **Grade:** | **MPS 1-6** |
| **Hours/weeks:** | **Part time ( 2 Days per week)** |
| **Responsible to:** | **The Executive Head Teacher, Executive Deputy Head members of the senior leadership team (SLT) and the governing body** |
| **Working With:** | **The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities** |

# Main purpose of the job:

* Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (September 2014)*
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

# Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [*School Teachers Pay and Conditions* *Document*](https://www.education.gov.uk/publications/) *(September 2014).* Teachers should also have due regard to the Teacher Standards *(September 2014).* Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

## Teaching

* Set high expectations which inspire, motivate and challenge pupils
* Demonstrate good subject and curriculum knowledge
* Plan and teach well-structured lessons
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of pupils’ you teach
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment
* Make accurate and productive use of assessment to secure pupils’ progress
* Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
* Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions* *Document (September 2014).*

## Behaviour and Safety

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly (following school policy)
* Manage behaviour effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self control and independence of all learners
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document (September 2014)*
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Cover for absent colleagues within the remit of the current *School Teachers’ Pay and Conditions (September 2014)* document

## Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school

### Administration

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions* *Document (September 2014)*

#### Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Proactively participate with arrangements made in accordance with the Appraisal Regulations 2014

**Other**

* To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
* To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities
* Perform any reasonable duties as requested by the Executive Head Teacher

**Clenchwarton Primary School**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Qualified teacher status * Experience of KS2 | * Additional qualifications relevant to the role * Recent additional training |
| **Teaching experience** | Demonstrate highly effective teaching by:   * Setting high expectations which inspire, motivate and challenge * Ensuring good progress and outcomes by pupils * Demonstrating good subject, curriculum * Planning and teaching well-structured, exciting and stimulating lessons * Adapting teaching to respond to the strengths and needs of all pupils * Making accurate and productive use of assessment * Managing behaviour effectively * Showing awareness of national trends in pedagogy and practice * Commitment to personal welfare and safeguarding of children | * Evidence of exceptional practice recognised by external and internal sources * Experience in a number of year groups * Evidence of exceptional progress made by individuals or groups |
| **Professional and personal qualities** | * Excellent interpersonal skills * Passionate * Caring * Honest * Professional at all times * Collaborative member * Open and reflective * Self-motivated | * Is able to demonstrate the application of these qualities in a school setting * Ability to motivate colleagues by example * Can demonstrate commitment to the wider life of the school |

**KS2 Teacher – Personal Specification**