

## BURSTON PRIMARY SCHOOL JOB DESCRIPTION

### EYFS / KS1 CLASS TEACHER

|                                             |                                               |
|---------------------------------------------|-----------------------------------------------|
| <b>Line Managers job title:</b>             | Head of School                                |
| <b>Salary:</b>                              | MPS/UPS                                       |
| <b>Tenure:</b>                              | Permanent                                     |
| <b>Contract type:</b>                       | 52 weeks                                      |
| <b>% of FTE</b>                             | 40% (0.4FTE) – 60% (0.6FTE)                   |
| <b>Allocated days per week if part time</b> | Allocated days to be confirmed on appointment |

### THE POST

Burston Primary School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Class Teacher for a mixed age class.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

### PERSON SPECIFICATION

The professional competencies expected of the Class Teacher are:

- Be an exceptional teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;

- Be a positive role model for pupils and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.
- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about their subject;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement.

The qualifications and experience required of the class teacher are:

- Have qualified teacher status
- Have appropriate EFYS/KS1 experience
- Have or be willing to achieve Paediatric first aid qualification

## **JOB SPECIFICATION**

### **General Responsibilities**

The class teacher is responsible to the Executive Headteacher through the Head of School for teaching classes in the school using their skill, experience and best endeavors and in accordance with Teachers' Standards.

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Planning**

- Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.

- Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
- Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment.
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
- Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.
- Liaise with the SENDCo and plan appropriately to ensure appropriate support is given to all children;
- Participate in the performance management and appraisal process for the appraisal of their own performance, or that of other staff (as appropriate to experience).

## **Teaching**

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.
- Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
- Use assessments of pupils' progress to inform future teaching.
- Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth.
- Provide cover, where possible for other part time staff.
- Provide the curriculum as agreed within the school in a stimulating classroom environment.
- Lead and manage selected subjects at a whole school level as directed by Head of School.

## **Managing pupils**

- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
- Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.

- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## **REMUNERATION**

- MPS minimum – UPS maximum

The post-holder will be auto enrolled to join the Teachers' pension scheme.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## **PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.