

‘We will endeavour to be a learning community with a culture that promotes excellence, equality and high expectations for pupils, staff, parents and governors.’

**Job Title**: KS2-KS3 Transition Teacher

**Responsible to:** Assistant Headteacher (KS3), Directors of English and maths

**Overall purpose:** To oversee the smooth transition from Year 6 to Year 8. This will be achieved through the teaching of English and maths to Year 7 classes, focussing on literacy and numeracy as appropriate.

Main duties:

The Teachers’ Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Under the overall direction of the Headteacher:

Teaching:

* Carry out duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation.
* Uphold the school’s principles and policies which underpin good practice and the raising of standards.
* Demonstrate a thorough and up to date knowledge of the teaching of the subject and take account of wider curriculum developments which are relevant to the role.
* Consistently and effectively plan lessons and sequences of lessons to meet students’ individual learning needs.
* Consistently and effectively use a range of appropriate strategies for teaching and classroom management.
* Consistently and effectively use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback.
* Demonstrate that, as a result of your teaching, your students achieve well, relative to the students’ prior attainment.
* Take responsibility for your professional development and use the outcomes to improve your teaching and students’ learning.
* Make an active contribution to the policies and aspirations of Sharples School.
* Follow School Policy and support the Leadership Team in the effective operation of the school.
* Carry out the role of form tutor as required.
* Undertake any other task reasonably requested by the Headteacher.

**REVIEW ARRANGEMENTS**

***The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.***

**Prepared/revised by: Ms. A. Webster, Headteacher, December 2017**

***Agreed by Postholder****:* ***Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Date***: \_\_\_\_\_\_\_\_

Person Specification KS2-KS3 Transition Teacher

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|  | Criteria | EssentialDesirable | EvidenceFrom |
| Qualifications | Qualified teacher statusHigh level of knowledge relating to strategies to develop literacy and numeracyEvidence of professional development in addition to teaching qualificationsProven success as classroom practitionerCommitted, enthusiastic, active person | EEDEE | ApplicationInterviewReferences |
| Experience | To have had successful experience as a teacher at KS2 (Y5/Y6)Involvement with young people outside of the curriculumEvidence of some knowledge/involvement of national initiativesGood skills in ICT | EDDE | ApplicationInterviewReferences |
| Interpersonal skills and qualities | A positive attitude to broad aspects of school life and contributions to new initiatives and developmentsAble to inspire and motivate staff and pupilsHigh standards and expectations for all students developing self esteem and positive attitudes in pupilsProfessional appearance and demeanour. Very good role modelTo work independently with initiative and as part of a teamBe ambitious and keen to undertake relevant continued professional development for self and team | EEEEEE | ApplicationInterview |
| Personal Attributes | Organised and able to meet deadlinesEnergeticEnthusiasticMotivatingCharismaticDynamicDedicatedSense of humour | EEEEEEEE | ApplicationInterviewReferences |
| Written Application | A well-constructed and concise application showing evidence of knowledge, planning and enthusiasm, commitment to the role | E | Application |