**Name**

**Job Title** **Class Teacher,** **Primary (Part-time)**

**Responsible to** Mr. Tom Neave, Executive Head & Trustees of Swansea Campus

**Job Purpose** To carry out the professional duties of a teacher in accordance with the school's policies and procedures under the direction of the Executive Headteacher

**Roles and Responsibilities: Primary Class Teacher**

1. **Planning, Teaching and Learning**

Planning for ***outstanding*** teaching and learning through:

* Creating a climate for learning that is conducive for ***outstanding*** practice
* Identifying clear teaching and learning objectives
* Differentiating to provide support for pupils with Special Educational Needs (SEN) and challenge for those who are gifted and talented;
* Making effective use of assessment for learning strategies including developing questioning skills in line with SOLO Taxonomy
* Maintaining discipline in accordance with the school’s code of conduct and encouraging good practice regarding punctuality, behaviour, presentation of work and homework
* Using a variety of teaching strategies to motivate and challenge pupils, and ensure high levels of interest
* Developing innovative approaches to Self-Directed Learning (SDL)
* Use technology, including Canvas, to support learning
* Reflecting on and evaluating own teaching to improve effectiveness

1. **Monitoring, Assessment, Recording, Reporting**

* Assess how well learning objectives have been achieved through AfL strategies
* Mark pupils’ work in line with the school’s Marking Policy and set targets for improvement
* Manage Y3 Baseline tests and Primary diagnostic tests
* Use assessment data to inform lesson planning
* Assess and record pupils' progress and attainment
* Undertake assessment of pupils’ work as required
* Produce reports for parents in line with the school calendar

1. **Curriculum and Professional Development**

* Contribute to subject development by producing, reviewing and updating curriculum plans and schemes of work
* Keep subject knowledge up-to-date through CPD and professional reading
* Attend CPD workshops as directed by the Executive Headteacher or FLT
* Attend Teacher Academy workshops and events as required

1. **Other Professional Requirements**

* Operate within the policies and practices of the school and Focus Learning Trust ensuring the safeguarding and pupils’ welfare is at the centre of professional practice
* Establish effective working relationships with colleagues and set an outstanding example to stakeholders through personal and professional conduct
* Take part in the school’s performance management cycle and attend meetings with the reviewer at least once per term
* Attend staff meetings, Parents’ Meetings, other meetings and other meetings as per the school calendar
* Undertake staff duties in line with the school’s Staff Duty Rota
* Undertake exam invigilation duties as required
* Cover for absent colleagues as required
* Undertake additional duties as required by the Executive Headteacher and the Trust

**Keystone 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.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr. Nigel Hill, CA Lead On behalf of the Trustees

April 2018

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **One School** | Commitment to the ethos and values of One School  Commitment to the V2R Model and, in particular, SDL |  |
| **Qualifications and Training** | Degree & Qualified Teacher status  Evidence of recent and relevant training and CPD  Up-to-date Safeguarding training | Evidence of further qualifications and training relevant to this post |
| **Experience** | Experience of in more than one Primary or all-age school  Experience of working with Primary children, Key Stage 2  Experience of teaching more than one year group in Key Stage 2  Experience of using IT to support teaching and learning eg Virtual Learning Platforms, SIMS, Office 365, Purple Mash (Primary), etc. | Experience beyond the teaching subject  Experience of Canvas or Moodle  Experience of teaching vertical groups of pupils |
| **Knowledge** | Knowledge of FLT Primary curriculum and assessment | Knowledge of secondary curriculum |
| **Skills and attributes** | IT competent, well-organised, highly effective communication skills, team player, good inter-personal skills, committed, enthusiastic and approachable  Ability to create an effective and challenging learning environment | Ability to create partnerships with other Focus Schools |
| **Other** | Belief in the potential of every child  Commitment to the wider life of Focus School Swansea Campus |  |