**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 statusEvidence of recent and relevant training and CPDUp-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 schoolExperience of working with Primary children, Key Stage 2Experience of teaching more than one year group in Key Stage 2Experience of using IT to support teaching and learning eg Virtual Learning Platforms, SIMS, Office 365, Purple Mash (Primary), etc. | Experience beyond the teaching subjectExperience of Canvas or MoodleExperience 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 approachableAbility to create an effective and challenging learning environment | Ability to create partnerships with other Focus Schools |
| **Other**  | Belief in the potential of every childCommitment to the wider life of Focus School Swansea Campus |  |