



**SAPIENTIA EDUCATION TRUST**

**GREAT HOCKHAM PRIMARY SCHOOL JOB DESCRIPTION**

**CLASS TEACHER**

**PERMANENT, FULL-TIME**

**STARTING ASAP**

<b>Line Manager:</b>	Headteacher
<b>Salary:</b>	MPS Minimum – UPS Maximum

**THE POST**

Great Hockham Primary School seeks to appoint an enthusiastic Teacher to join our School. This role is to teach in the Early Years Foundation Stage. The post is suitable for a passionate, dedicated and highly motivated teacher looking for a new challenge.

Great Hockham Primary School is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

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.

The school is committed to the professional development of all staff and provides a safe and supporting environment to work in.

**PERSON SPECIFICATION**

**Personal Qualities.** Great Hockham Primary School expects its teachers to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for working strategically;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- 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;
- Able to reason their educational philosophy, in tune with the school ethos;
- 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 learning;
- 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.

**Professional Competence.** Great Hockham Primary School expects its teachers to have the following professional competences:

- Be an outstanding teacher with evidence of impact on outcomes with a proven track record of total commitment to helping every child 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;
- Take a role in subject leadership
- Be a positive role model for children and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and children;
- Liaise and work with partner schools and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the school at open evenings and all other events;
- Have very high expectations of the learning of all children at all times;

## **JOB SPECIFICATION**

### **General Responsibilities**

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Great Hockham Primary School.

The teacher will be responsible to the Headteacher, for teaching using his/her skill, experience and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers at Great Hockham Primary School. A contribution to the wider life of the school is an expectation of all staff, for example by supporting the extra-curricular activities within the school.

Great Hockham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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.

### **Specific Responsibilities**

- Plan and deliver good/outstanding lessons for all abilities;

- Monitor progress of the children in your class and be prepared to provide evidence of both impact and progress;
- Liaise with the SENDCo and plan appropriately to ensure appropriate support is given to all children;
- Be willing to share teaching strategies and resources and deliver CPD within the school;
- Lead, organise and direct support staff within the classroom;
- Attend staff meetings and training sessions
- Implement agreed school policies and guidelines;
- Keep up to date with school communications
- Support initiatives decided by the Headteacher and staff;
- Have class responsibility for the academic achievement and pastoral care of the children in their class;
- Provide the curriculum as agreed within the school in a stimulating classroom environment;
- Monitor and assess the children's progress and be able to set clear targets, based on prior attainment, for pupils' learning;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Report to parents on the development, progress and attainment of pupils;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum or organisation;
- Participate in the performance management and appraisal process for the appraisal of their own performance, or that of other staff (as appropriate to experience);
- Meet deadlines for planning, target setting, report writing and other such tasks;
- Lead and manage an agreed subject at a whole school level (ICT, PE or Humanities would be an advantage);

## **REMUNERATION**

### Salary Details:

- MPS minimum – UPS maximum

All payments are pensionable under the Teachers' Pension Scheme.

## **DRESS CODE**

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

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of 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.

## **REVIEW**

The Job Description will be reviewed annually as part of Great Hockham Primary School's Performance Management programme.