



## Academies Enterprise Trust

### Job Description

**Job Title:** Year 3/4 Classroom Teacher

**Location:** St Helen's Primary Academy

**Hours of work:** Full Time

**Reports to:** HeadTeacher

### Purpose of the Role:

- To teach a class of pupils to ensure they are engaged and enthused by learning
- To ensure all pupils in class achieve the highest possible standards of achievement, personal development and well-being

### Major Areas of Responsibility and Key Tasks

- Consistently and effectively plan lessons in line with the national curriculum and sequences of lessons to meet pupils' differentiated needs by-
- Identifying clear learning challenges and specifying how they will be taught and assessed
- Planning learning activities that challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations for achievement, learning and attitudes to learning
- Setting clear progress targets, building on prior attainment
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure a positive climate for learning
- Follow school policy on cycle of learning in lessons
- Consistently and effectively use a range of appropriate strategies for teaching, learning and classroom management.
- To continually assess pupil's learning to provide challenging targets and coherent teaching, reporting regularly to parents and SLT.
- Evaluate own teaching critically to improve effectiveness
- To maintain a learning environment that encourages independence.
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively

- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience, talk, problem solving as a vehicle for learning
- To take responsibility for leadership & development of curriculum areas where applicable.
- To promote positive behaviour in line with school policy.
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which a pupil is achieving
- Prepare and present informative information and reports to parents

### **Other professional responsibilities**

- Have a working knowledge of teachers' professional duties and legal responsibilities
- Operate at all times within the stated policies and practices of the school
- Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Establish effective working relationships and set a good example through their presentation and professional conduct.
- Any additional responsibilities in line with Teachers' Pay and Conditions as negotiated with the Headteacher.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## **Person Specification**

**Job Title: Year 3/4 Classroom Teacher**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role and training.	<ul style="list-style-type: none"><li>• QTS</li><li>• Thorough knowledge of teaching, learning and curriculum in primary schools</li><li>• Commitment to continued professional development</li><li>• Evidence of recent &amp; relevant training</li><li>• Safeguarding Awareness</li></ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"><li>• Considerable experience of teaching in primary schools</li><li>• Able to evidence excellent pupil progress</li><li>• Experience of working positively and closely with staff, parents and guardians</li><li>• Effective experience in creating a positive climate and environment to secure accelerated learning</li></ul>	<ul style="list-style-type: none"><li>• Recent OFSTED experience</li></ul>
<b>Skills</b>		<ul style="list-style-type: none"><li>• An excellent classroom practitioner</li></ul>	<ul style="list-style-type: none"><li>• Evidence of ability to maintain high standards of</li></ul>

		<ul style="list-style-type: none"> <li>• Effective use of assessment data to plan sequence of learning that secures accelerated progress</li> <li>• Work effectively as part of a team, relating well to colleagues, pupils and parents</li> <li>• Excellent use of ICT to support learning</li> <li>• High expectations of all pupils</li> <li>• Detailed knowledge of the National Curriculum and its planning and delivery</li> <li>• Implications of the Code of Practice for Special Educational Needs for teaching and learning</li> <li>• Ability to differentiate learning to meet the needs of all pupils, including those with SEND</li> </ul>	<p>behaviour and develop attitudes of care, control and cooperation</p> <ul style="list-style-type: none"> <li>• Able to offer subject expertise</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• Experience of curriculum planning as part of a team</li> <li>• High level of oral and written communication skills and ability to communicate with a wide range of audiences</li> <li>• High level of organisational and planning skills</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>• Ability to self-motivate and</li> </ul>	

		<p>lead a team of support staff</p> <ul style="list-style-type: none"> <li>• Ability to use initiative, solve problems, make decisions and motivate others</li> <li>• Ability to relate to and empathise with pupils and to build trusting relationships with them</li> </ul>	
<b>Any Additional Factors</b>		<ul style="list-style-type: none"> <li>• A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies</li> <li>• Commitment to an involvement in extra-curricular activities</li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	