

Mary Elton Primary School

Holland Road | Clevedon
North Somerset | BS21 7SX
01275 876432
office@maryelton.co.uk
www.maryelton.co.uk

Headteacher: Dean Hudd
Executive Headteacher: John Wells

Achievement by Caring



CLASS TEACHER

**Line Manager:
Responsible for:**

**Year Group Leader/Headteacher
Class and Subject Leadership (to be decided)**

CONTEXT

This post is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document. Performance of these duties is under the reasonable direction of the Headteacher.

It is expected that staff at Mary Elton Primary School agree with, abide by and promote the aims, values and objectives of the school and the Clevedon Learning Trust.

The school's vision statement is ***'Achievement by Caring'***

All staff should interact on a professional level with all stakeholders Mary Elton Primary School is an institution where each member is valued as part of the school, committed to equality of education opportunity.

A. MAIN AREAS OF DUTY

- i. Planning, Teaching and Class Management.
- ii. To lead a subject area as decided by the Headteacher.
- iii. To teach allocated pupils and achieve progress in learning by:
 - Identifying a clear learning intention for each lesson.
 - Providing clear structures for each lesson, maintaining pace and challenge.
 - Setting tasks which challenge pupils and keep their interest.
 - Setting appropriate and demanding expectations.
 - Identifying clear targets, building on prior attainment.
 - Identifying SEN and Gifted and Talented pupils and provide for the needs of these learners.
 - Ensuring effective teaching and best use of time.
 - Ensuring that learning can take place in a disciplined atmosphere.
 - Employing a variety of teaching methods to ensure that different learning styles are provided for.
 - Matching appropriate content to needs of the pupils.
 - Using appropriate vocabulary and effective questioning.
 - Listening carefully to the responses of pupils and correcting any misconceptions.
 - Ensuring that pupils acquire and consolidate knowledge, skills and understanding.
 - Evaluating the effectiveness of the teaching strategy used.

B. SPECIFIC DUTIES

- i. Monitoring, Assessment, Recording and Reporting
 - Assess how well learning objectives have been achieved.
 - 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 be aware of the level the pupil is achieving.
 - Prepare and present informative reports for parents.
- ii. Subject Leadership and Co-ordination. With the support of the Senior Leadership Team to:

- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- Motivate and support other staff to understand the contribution the subject can make to pupils' lives.
- Develop plans for the subject which show appropriate curriculum content for each year group.
- Contribute to the School Development Plan as requested.
- Display a developing and professional knowledge of the subject and show an ability to define areas for development.
- Evaluate the teaching in the subject by monitoring and take appropriate action to improve further the quality of the teaching in all areas of the school.
- Inform the Senior Leadership Team of the progress of the subject.
- Maintain an efficient resource base for the subject.

iii. Other Professional Requirements

- Operate at all times within the stated policies of the school.
- Establish effective working relationships and set a good example through own presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and agreed management systems.
- Take responsibility for own professional development.
- Liaise effectively with governors, parents and other professionals
- Take on any reasonable additional responsibilities which might from time to time be required.

AND IN ADDITION

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the Headteacher.

Staff will be expected to play a full part in the Clevedon Learning Hub (Professional Development Programme) and may be deployed to the other Clevedon Learning Trust schools if required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

NOTES

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____

Date _____

Headteacher _____

Date _____

Assessment criteria	Essential	Desirable
Qualifications/Training	Qualified teacher status	Further qualifications and/or studies relevant to the primary age range / Evidence of CPD
Work related experience	<p>Excellent and committed classroom practitioner</p> <p>Experience of teaching in a primary school</p> <p>An understanding of what constitutes quality and high standards in learning and teaching</p> <p>Inclusion and strategies for engaging all learners</p> <p>Cross curricular learning and teaching</p> <p>Highly effective strategies for feedback and marking</p> <p>Inspire curiosity and ignite passion for learning</p>	<p>Evidence of successful subject leadership/leading a school initiative</p> <p>Responsibility for leading some teacher professional development programmes</p> <p>Relevant key stage training</p> <p>Experience of working in partnership with support staff</p>
Specialist knowledge	An understanding of child protection in a primary school and a commitment to the personal welfare and safeguarding of children	
Job related skills	<p>Achieving and sustaining high standards</p> <p>Ability to work as part of a team</p> <p>Effective organisation skills</p> <p>Skills to work alongside teachers to improve the quality of teaching and learning</p>	Evidence of working with parents, pupils, other adults
Personal skills	<p>Ability to develop and maintain good relationships with parents, carers, the school community and the wider school community</p> <p>Committed</p> <p>Effective strategies to working as part of a team</p> <p>Using a positive approach to promote learning excellent behaviour</p> <p>Confident and competent user of ICT</p> <p>A flexible approach</p> <p>Good interpersonal and communication skills</p>	<p>Support for an enriched curriculum</p> <p>Brings personal interests and enthusiasm to the school community</p> <p>Occasional attendance at events beyond school hours</p>
Letter of application	A separate and clear letter highlighting how you believe your experience, skills and personality would be an asset to our school and in its continued journey of improvement accompanying the application form addressed to Mr Dean Hudd, Headteacher	
References	Two fully supportive references which cover professional and personal qualities	