

GLF Schools - Job Description

Job Title	Part Time Class Teacher (maternity cover)	Job Reference	
Location	Cuddington Croft Primary School	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> To deliver high quality lessons that meet the educational needs of the children, ensuring outstanding learning and teaching. 			
Key Accountabilities			
Planning, teaching & class management			
<ul style="list-style-type: none"> To identify clear teaching objectives and learning outcomes with appropriate challenge, high expectations and a clear vision on assessment criteria. To set tasks which are challenging to children and maintain high levels of interest. To organise & manage groups or individual children ensuring differentiation of learning requirements, reflecting all abilities and identifying SEN. To set clear targets and build on prior attainment. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework. To effectively use ICT to support learning and teaching. To reflect on own teaching practice to ensure development of teaching. To ensure the effective and efficient deployment of classroom support. To encourage children to think and talk about their learning, develop independence and take pride in their work. To have regard to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of the children in any class or group assigned. 			
Pastoral			
<ul style="list-style-type: none"> To promote the general progress and well-being of individual children and any class or group of children assigned. To make records and reports on the personal and social needs of children. To communicate and consult with the parents, carers and external agencies. To participate in meetings arranged for any of the purposes described above. 			
Monitoring, assessments and reports			
<ul style="list-style-type: none"> To assess how well the learning objectives have been achieved and to use them to improve specific aspects of teaching. To mark and monitor children's work and set targets for progress. To provide or contribute to oral and written assessments, reports and references relating to individual children and groups of children. To prepare and present informative reports to parents. 			
Appraisal			
<ul style="list-style-type: none"> To participate in arrangements in line with school performance management procedures. 			

Review, induction, further training and development

- To periodically review the methods of teaching and programmes of work.
- To participate in arrangements for further training and professional development, including undertaking additional training identified in performance management objectives.
- To work as a member of strong staff based team to contribute effectively to working relations within the school.

Staff meetings

- To participate in meetings at the school which relate to the curriculum or administration and organisation of the school, including pastoral arrangements.

Administration

- To participate in administrative and organisational tasks related to such duties as outlined above, including the direction or supervision of persons providing support for teachers within the school.
- To attend assemblies.
- To register the attendance of all children.

Accountable to

- Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.