

## Job Description

<b>Post Title:</b>	<b>Key Stage 2 Teacher</b>
<b>Grade:</b>	<b>MPS/UPS</b>
<b>Employed by:</b>	<b>Northampton Free School Trust</b>
<b>Line Manager:</b>	<b>Assistant Principal</b>
<b>Start Date:</b>	<b>September 2019</b>

### Key Areas

### Responsibilities

- |                                      |   |
|--------------------------------------|---|
| 1. Teaching & Learning               | To follow conscientiously, departmental syllabuses and schemes of work for each teaching group; to prepare properly lesson materials and to mark learners' work consistent with departmental and school assessment policy; to set and mark homework in accordance with departmental and school policy; to have the highest reasonable expectation of individual learner performance; to play a part in organisation and administration.         |
| 2. Classroom Management              | To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures; to arrive promptly in order to allow enough time for preparation and planning and dismiss learners at the correct times; to keep checks on learners' attendance and follow up absences as appropriate; to liaise with the relevant and appropriate staff on matters of concern relating to individual learners. |
| 3. Recording Learner Progress        | To keep appropriate records of individual learners' work and achievements, consistent with school policy; to make a proper contribution to the writing of school reports; to complete National Curriculum assessments as are required.  |
| 4. Pastoral Responsibilities         | To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work; to act as coach and guide to individual learners, both in relation to personal development and specific phases of educational development and transition.  |
| 5. Administration                    | To carry out efficiently the various necessary administrative functions of the class teacher including school requirements in relation to the proper and accurate keeping of registers.   |
| 6. Development Aspects               | To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with senior staff.  |
| 7. Appraisal/Performance Management. | To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.   |
| 8. Health and Safety                 | To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines.   |
| 9. Extra-Curricular                  | To be involved in some aspect of extra-curricular activity.   |
| 10. Safeguarding                     | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.   |



## Person Specification

The successful candidate is likely to be able to demonstrate the following: -

<b>Requirements</b>	<b>Essential (E) or Desirable (D) requirements</b>	<b>Measured by: Application form (A) Application letter (L) Interview process (I)</b>
<b>Education</b>		
A good honours degree	E	A/L
PGCE or equivalent	E	A/L
QTS/QTLS	E	A/L
<b>Experience of</b>		
Delivery of outstanding teaching, resulting in excellent learner achievement	E	L/I
Developing and implementing Schemes of Learning	E	L/I
Curriculum development / innovative delivery models	D	L/I
Working using collaborative partnerships	E	L/I
National curriculum	E	L/I
<b>Behaviours</b>		
Natural communicator; relationship building skills with a range of stakeholders	E	L/I
Ability to use data and evidence to draw conclusions / reinforce success	E	L/I
Proactive and innovative; willing to take risks	E	L/I
Commitment to safeguarding and child protection	E	L/I
<b>Knowledge and Understanding</b>		
Significant understanding of Teaching and Learning pedagogy	E	L/I
Experience of classroom observations and feedback	D	L/I
In depth understanding of tracking and monitoring learner progress	E	L/I
<b>Leadership and Skills</b>		
Ability to plan strategically and effectively	E	L/I
Ability to self-organise and multitask	E	I
Ability to self-evaluate	E	I
Excellent ICT skills	E	L
Excellent communication skills, both verbal and written	E	L/I
<b>Attributes</b>		
Committed to the aims of Wootton Park School	E	L/I
Committed to own continuing professional development	E	L/I
Proactive / strong problem solver with the ability to make things happen	E	L/I
Possession of an enthusiastic and 'can-do' disposition	E	I