Job Description

Title of post: **Class Teacher - -Maternity Cover**
Salary: **MPS / UPR**
Contract Type: **Full Time – Fixed Term**
Reporting to: **Phase Leader**

Job Role

- To be a leader of learning who has high expectations of every child.
- To provide a carefully structured and thorough education experience which enables pupils to achieve academic personal potential and to develop skills appropriate to the world of work and life in the twenty-first century.
- To ensure happy, successful, curious communicators within the community of Wrekin View that emphasises high moral standards, self-discipline, emotional and spiritual development.
- To encourage pupils to participate in an extensive range of sporting, cultural, artistic and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and world communities.

Responsibilities

- The post holder is responsible to the Head Teacher or Phase Leader for their duties, responsibilities and teaching tasks.
- The post holder undertakes the teaching of the pupils in their class and associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head Teacher.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the development and implementation of an engaging, accessible, and relevant curriculum.

Specific Duties

- Plan teaching to achieve progression in pupils' learning through:
  - Identifying clear teaching and learning objectives for the pupils, deciding how they will be taught and assessed.
  - Setting tasks which challenge the pupils and ensure a high level of interest, attention, participation, and wellbeing.
  - Setting appropriately high expectations.
  - Setting clear targets building on prior attainment.

- Identifying the needs of individuals and groups within the class; differentiating work to support progress of all pupils; creating intervention plans as necessary and liaising with the SENDCo as required.
- Making effective use of assessment data and information when planning lessons.
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social, and cultural development.
- The effective deployment of Learning Support Practioners to ensure maximum impact on pupil progress.
- The effective use of resources to facilitate learning.

Teaching and Class Management

- Liaise effectively with the Head and Phase Leader in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Select appropriate learning resources for pupils and develop study skills through the use of technology.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age.
- Critically evaluate own teaching to improve effectiveness.
- Use a variety of teaching methods to:
  - Structure information well, including outlining content and aims and summarising key points as the lesson progresses.
  - Instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary.
  - Use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions.

Monitor, assess, record, report

- Assess how well learning objectives have been achieved and use pupil-level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences.
- Monitor and assess pupils' work and set targets for progress through: assess, plan do, review model.
- Keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving and discuss this with Assessment Lead.

- Prepare and present informative reports to SLT, governors and parents/carers as required.

Other Professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set good examples through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant ICT skills.
- Liaise with school to ensure there is a smooth transition for pupils across phases and year groups.
- Support the school extra-curricular activities.
- In addition, to carry out other duties as reasonably required by the Head teacher.

This is illustrative of the general nature and responsibilities of the role. It is not a comprehensive list of duties and other tasks may be directed by the Headteacher.

An annual review of this job description takes place as part of our performance management.

Person Specification

Class Teacher – Maternity Cover

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training		
Honours degree recognised University	✓	
Qualified Teacher Status	✓	
Evidence of continued professional development	✓	
Experience		
Successful primary teaching experience	✓	
Experience of teaching in an EYFS provision		✓
Highly competent in using technology	✓	
Demonstrable success in guiding children through assessment with excellent performance data	✓	
A good pedagogical understanding of learning behaviour	✓	
Practical Skills and competences		
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and scaffolding)	✓	
The monitoring, assessment, recording and reporting of pupils' progress including knowledge of the change in National Curriculum	✓	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, EAL and Child Protection	✓	
An in-depth understanding of the primary curriculum		✓
Knowledge of the National Curriculum	✓	
A good understanding of how children learn	✓	
Promoting innovative and creative teaching methodologies including technology	✓	
Knowledge of guidance and requirements around safeguarding children	✓	
Personal qualities		
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	✓	
Be patient when working with young children and their parents/carers	✓	
Be resilient and use common sense in coping with the day-to-day pressures of school life	✓	
Develop good personal relationships within a school team	✓	

Person Specification

Establish and develop positive working relationships with parents, Trust Board and community groups	✓	
Communicate effectively (both orally and in writing) to a variety of audiences	✓	
Create happy, successful, curious communicators within the classroom	✓	
Be flexible in response to the changing demands of a growing Trust	✓	
Be a forward thinking, collaborative team member	✓	
Show a commitment to good attendance and excellent punctuality	✓	
Work calmly under pressure	✓	