



JOB DESCRIPTION

JOB TITLE: TEMPORARY CLASS TEACHER – February 2022 to August 2022

GRADE: MPS/UPS

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Headteacher/line manager and member of staff, and will be reviewed annually.

Areas of responsibility and key tasks:

Planning, teaching and class management:

Teach allocated pupils by planning teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils
- providing clear structures for lessons; maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- monitoring and intervening to ensure sound learning and discipline
- using a variety of teaching methods to match approach to content, structure information, present a set of key ideas and use appropriate vocabulary; use effective questioning, listen carefully to pupils, give attention to errors and misconceptions; select appropriate learning resources and develop study skills through library, ICT and other sources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the area of learning being taught
- evaluating their own teaching critically to improve effectiveness

Monitoring, assessment, recording and reporting:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- 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 the pupil is achieving
- prepare and present informative reports to parents in line with the school's policy

Other professional requirements:

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example 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 corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors
- take on any additional responsibilities which might from time to time be determined

Equal opportunities:

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements.

We expect all employees to understand and promote this policy in their work.

Health and safety:

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding commitment:

Belthorn Academy Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS clearance and references will be taken up prior to an offer of employment.