**Employment details**

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| Job title: | Temporary Teacher |
| Reports to (job title): | Headteacher |
| Type of position | Part time |
| Salary: | Main Pay Scale |

**Main duties/responsibilities**

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| **General duties** |
| Undertaking duties as required in the ‘Teachers’ Standards’ |
| Displaying commitment to the Catholic ethos and success of the school. |
| Contributing to the school’s process of self-evaluation and development. |
| Being familiar with the school’s systems, structures, policies and procedures. |
| Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents’ evenings, which may require some out-of-hours availability. |
| **Teaching** |
| Delivering learning in accordance with the curriculum, national guidelines and the school’s strategy. |
| Planning a varied, balanced and appropriate curriculum which supports the needs of all pupils and ensures all pupils reach their potential. |
| Adapting teaching styles to suit all pupils and providing a supportive learning environment. |
| Differentiating resources and equipment so lessons can be accessed by all pupils. |
| Self-evaluating their teaching to improve effectiveness. |
| **Pupil support** |
| Carrying out other duties that support pupils’ learning while operating in accordance with the school’s policies and procedures. |
| Working as part of a team to evaluate and develop pupils’ learning needs. |
| Enforcing the school’s Behaviour Policy through effective classroom management. |
| Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities. |
| Being familiar with the ‘Special educational needs and disability code of practice: 0 to 25 years’, and supporting pupils with SEND appropriately. |
| Understanding the school’s safeguarding procedures and actively promoting pupils’ wellbeing and safety. |
| **Monitoring and reporting** |
| Being committed to the school’s target setting and monitoring systems for pupil progress. |
| Systematically assessing and recording pupils’ academic progress and other areas of their progress, and using the results to inform lesson planning decisions. |
| Monitoring pupils’ classwork and homework, providing feedback and setting informed targets. |
| Delivering relevant national assessments in line with the relevant frameworks. |
| Reporting on individual pupils’ progress to the headteacher and parents, as required. |
| **Training** |
| Keeping up-to-date with, and remaining knowledgeable about, the requirements of the curriculum and national guidelines. |
| Undertaking relevant CPD. |
| **Communication** |
| Liaising with the curriculum lead to ensure teaching is delivered in line with school expectations and goals. |
| Working with the SENCO to ensure pupils with SEND are appropriately supported. |
| Working with the DSL and their deputies to ensure safeguarding is promoted. |
| Working with the designated teacher for LAC to support LAC and previously LAC. |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will:   * Have QTS. * Be willing to undertake relevant CPD. | * Relevant professional qualification * First aid training * Catholic Certificate in Religious Studies |
| **Experience** | The successful candidate will:   * Have previous experience of working in either EYFS, Key Stage 1 or 2 | * Previous experience working in partnership with parents * Experience working as part of a team * Experience working with pupils with SEND * Experience working with children with EAL |
| **Knowledge and skills** | The successful candidate will have:   * A sound understanding of the primary curriculum. * Excellent behaviour management skills. * Excellent inter-personal skills. * The ability to work as part of a team. * Excellent planning and organisational skills. * Effective oral and written communication skills. * Knowledge of key performance indicators and the ability to use them to monitor progress. * Awareness of the needs of pupils with EAL. * Awareness of the needs of pupils with SEND. * An understanding of how a pupil’s learning is affected by their intellectual, emotional and social development, and the stages of child development. * The skills to lead a curriculum area and demonstrate impact of their actions. | * An understanding of the importance of parental involvement |
| **Personal qualities** | The successful candidate will:   * Be committed to teaching. * Supportive of their colleagues. * Have good attendance and punctuality. * Be proactive in the working environment. * Be enthusiastic and positive. * Be able to accommodate to changes in priorities. * Be able to anticipate workload and plan ahead. * Be able to develop effective relationships with parents. * Be able to encourage and enable others to reach their full potential. | * Ability to relate well to other professionals * A flexible approach |