



## **Job Description Year 3/4 Teacher**

**Reporting to :** The Headteacher

### **The Appointment**

Westhead Lathom St James' C.E. Primary School is seeking to appoint an appropriately qualified and experienced Year 3/4 teacher. The successful candidate must hold QTS; be a hardworking professional committed to the delivery of excellent teaching to secure the best possible outcomes for pupils. They will undertake thorough lesson planning, enthusiastic delivery of teaching and vigilant assessment, recording and reporting of pupils' progress and achievement.

The post requires someone who is passionate about working with young children, and is able to develop and hold the trust and confidence of their peers. The successful candidate will be a person who values (and is skilled at) working as part of a collaborative team. They should possess outstanding organisational skills and be IT literate to a level which will allow them to fulfill all the statutory assessment, administrative and communication associated with this role.

*Although we would prefer to appoint for April 2025, we would consider delaying the appointment to September 2025 for the most suitable candidate.*

## **JOB DESCRIPTION**

### **Key Aims:**

- Plan and deliver the teaching of the Year 3/4 curriculum in line with the National Curriculum.
- Regularly assess and report on pupils' progress in line with Department of Education and the school's policies and procedures.

### **Duties and Responsibilities**

#### **Teaching, to:**

- Teach an inspiring and appropriate curriculum
- Be accountable for the attainment, progress and outcome of pupils you teach and monitor every child's progress
- Set clear and challenging targets that build on prior attainment for each pupil; use an appropriate range of observation, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Liaise effectively with parents and offer opportunities for them to engage in their child's learning at home
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL (English as an additional language); and/or disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them all
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the use of standard spoken English
- Make accurate and productive use of assessment to secure pupils' progress and ensure every child makes good progress

**Behaviour and Safety, to:**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect, and to establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage the class effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge
- Maintain a good relationship with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive behaviour, attitude and values which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed by Senior Management
- To ensure that educational needs of all pupils in your class are fully met and liaise with the SENCO where necessary to support children with special needs
- To inform the SENCO of any concerns relating to the development of a child
- To inform the Designated Safeguarding Lead of any concerns relating to the safety or well-being of a child

**Team Working, to:**

- Act as a role model for staff, demonstrating a high quality of teaching, learning and assessment in Years 3/4
- Work with colleagues to create a stimulating learning environment for teaching and learning in Years 3/4
- Participate in relevant meetings/professional development opportunities at school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice
- Ensure that Teaching Assistants working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum and pastoral functions of the school as it grows

**Fulfil Wider Professional Responsibilities, to:**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and Christian ethos of Westhead Lathom St James' C.E. Primary School
- Work as a subject leader and help drive forward improvements in these areas

**Administration, to:**

- Register the attendance of and supervise learners, before, during and at after-school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks as required

**Professional Development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school as a result of your appraisal

**Other**

- To have professional regard for the ethos, policies and procedures of Westhead Lathom St James' C.E. Primary School and maintain high standards in your attendance and punctuality
- Adhere to the expectations set out in the school Staff Handbook

