



Unlocking the potential in everyone

JOB DESCRIPTION

YEAR 3 CLASS TEACHER VACANCY

REQUIRED FOR JANUARY 2024 / TMS 1-6

TEMPORARY / PART-TIME (3 days a week, Monday, Tuesday & Wednesday)

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

JOB DETAILS

Job title: Year 3 Class Teacher (Job-Share)
Salary: TMS 1-6
Contract type: Temporary / Part-time
Reporting to: Headteacher

JOB PURPOSE

To carry-out the professional duties of a Teacher, as circumstances may require and in accordance with school policies under the direction of the Headteacher.

DUTIES AND RESPONSIBILITIES

Teaching

- Plan and teach well-structured lessons to assigned classes following the school's plans, curriculum and scheme of work
- Set tasks which challenge pupils and ensure high levels of engagement
- Set high expectations in terms of learning and behaviour
- Promote good progress and outcome of all pupils
- Adapt teaching to respond to the strengths and needs of pupils
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Use 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;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate own teaching critically to improve effectiveness
- Effective deployment of classroom support
- Encourage pupils to become independent and reflective learners who are active participants in the learning process.
- Assess, monitor, record and report on the learning, progress and achievement of all pupils
- Make accurate and productive use of assessment

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- operate at all times within the stated policies and practices of the school;

Professional development

- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils and their families, colleagues and other professionals
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;

Working with colleagues and other relevant professionals

- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role - it is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.