



**THE WHITE HILLS
PARK TRUST**



Role: Early Years - Temporary Class Teacher – 1year
Location: The Lanes Primary School, Cator Lane, Chilwell, Nottingham NG94BB
Salary: MPR
Hours: Full time

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Purpose:

This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and in accordance with academy policies and under the direction of the Head teacher.

Reporting to:

- Early Years leader
- Senior Leadership Team
- Headteacher

Responsible for:

- Directly for all children within the assigned class
- Indirectly for all children within school

To co-operate with:

- All colleagues in all teams.
- Parents, carers and the local community.
- Outside agencies.
- Local Governing Body.
- Trust colleagues.

Disclosure:

- Clear and current Enhanced DBS check

Core Duties and Key Responsibilities:

Teaching

- To plan and prepare engaging, ambitious high quality lessons.
- To teach children according to their educational and developmental needs.
- To use formative assessment effectively to inform and adapt teaching.
- To provide, or contribute to oral and written assessments and reports to parents, carers and outside supportive agents.
- To use a range of inclusive teaching strategies which engage, challenge and stimulate learning.
- Develop an inclusive, aspirational learning environment that supports the learning, independence and curiosity of every child.
- Demonstrate high expectations and a commitment to the development of the whole child.

- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.

Children:

- To promote the general progress and well-being of individual children and of any class or group of children assigned.
- To provide guidance and advice to children on social, emotional and mental health matters and seek expert advice where necessary.
- To be tenacious with regard to Safeguarding and Child Protection issues, logging, reporting and following up incidents where appropriate.
- To value all children as individuals, celebrating their strengths and enabling them to be confident and flourish.

Staff appraisal and continuing professional development:

- To engage in the arrangements made for professional growth and self-improvement.
- To participate in the identification of areas for professional development and growth.

Develop personally and professionally through:

- Reflection on own practice and private study.
- Participation in teacher appraisal.
- Contributing to and participating in appropriate professional development opportunities.
- Positive engagement in PPA sessions.

Communication:

- To proactively communicate and consult with the parents and carers.
- To communicate and co-operate with persons or bodies outside the school to the benefit of children and families.
- To attend meetings scheduled in line with the calendar for any of the specified purposes.
- To attend school briefings and contribute to Huddles in support of effectiveness/efficiency and community development.
- To ensure effective communication with designated staff regarding trips, visits and absence.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed _____ Date _____