



# JOB DESCRIPTION

Job Title:

**Part Time Class Teacher (Primary)**

Location:

**Ingoldsby Academy**

**Job Purpose:**

To be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity for all and being accountable for achieving the highest possible standards in work and conduct.

**Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

**Reporting To:**

Principal

**Salary:**

M1 to M6 - £32916.00 - £45352.00, pro rata £13166.40-£18140.80

# KEY RESPONSIBILITIES

## TEACHING

- ★ Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- ★ Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- ★ Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on this 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; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- ★ If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- ★ Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- ★ Use an appropriate range of observation, assessment, 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.
- ★ Make accurate and productive use of assessment to secure pupils' progress.
- ★ Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- ★ Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- ★ Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- ★ Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.
- ★ To use a range of appropriate strategies and follow Academy policies for teaching/tutoring, behaviour management and classroom management.

## BEHAVIOUR AND SAFETY

- ★ Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- ★ Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- ★ Have high expectations of behaviour, promoting self-control and independence of all Learners.
- ★ Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- ★ Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## **COMMUNICATION AND RELATIONSHIPS**

- ★ Communicate with parents and carers over pupils' progress and participate in parent workshops, parents' evenings and other whole school events.
- ★ Develop and maintain positive relationships with their staff and parent/carers.

## **ADMINISTRATION**

- ★ Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- ★ Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

## **PROFESSIONAL DEVELOPMENT**

- ★ Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- ★ Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school.

## **SAFEGUARDING**

- ★ To do all that you can to ensure that you safeguard and promote the welfare of students in the Academy.

## **OTHER**

- ★ 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.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- ★ To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ Honours degree related to Primary Education or a curriculum subject.		✓
★ Qualified Teacher Status.	✓	
★ Evidence of sustained participation in INSET/CPD.	✓	
<b>Experience</b>		
★ Experience of teaching in a Primary school	✓	
★ Demonstrable evidence of high standards of class teaching.	✓	
★ Experience of managing teaching resources.	✓	
★ Experience of working with children from a variety of backgrounds and/or vulnerable groups of pupils.		✓
<b>Skills and Knowledge</b>		
★ Awareness of current developments in Education and the implications of these.	✓	
★ Understanding of inclusion and personalised learning.	✓	
★ Understanding of effective assessment and target setting procedures.	✓	
★ An understanding of good inclusive education and the SEN Code of Practice.	✓	
<b>Personal Qualities</b>		
★ Well-motivated, enthusiastic with a can-do attitude.	✓	
★ Honesty and integrity.	✓	
★ Team working skills.	✓	

★ A desire to allow each child the opportunity to fulfil their potential, both academically and on a personal level.	✓	
★ To be a positive role model to our pupils.	✓	
★ Be flexible and resilient in response to a changing educational environment.	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role.	✓	

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*