

## Job Description

**Job Title:** Maternity Cover Key Stage 1 / 2 Class Teacher

**Grade:** MPS/UPS

Working under an agreed system of supervision/management.

**Accountable to:** Headteacher, Senior Leadership Team and Governing Body

**Accountable for:** Support Staff

**Any Special Conditions of Service** No smoking policy.  
This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

### **Purpose of the Role:**

To facilitate and encourage learning which enables children to achieve high standards; to share and support the school's responsibility for the well-being, education and behaviour of all children.

The Job Description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and Conditions Document. The post holder will be expected to carry out duties and behave in a professional manner as outlined in the teacher standards.

Subject co-ordination will be a requirement of teachers in this school (not ECTs).

### **MAIN DUTIES**

#### **Teaching and Managing Children's Learning**

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep children engaged, including stimulating childrens' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for children's behaviour, establishing and maintaining a good standard through well-focused teaching and positive and productive relationships.

#### **Planning and Setting Expectations/Children's Achievement**

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the children being taught.
- Set appropriate and demanding expectations for children's learning and motivation. Set clear targets for children's learning, building on prior attainment.
- Identify children who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records through Provision Mapping and or Individual Education Plans (IEPs).

### **Assessment and Evaluation**

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor children's class and homework providing constructive oral and written feedback, setting targets for children's progress.
- When applicable, understand the demands expected of children in relation to the National Curriculum, EYFS and other programmes used in school.

### **Relationship with Parents and the Wider Community**

- Prepare and present informative oral and written reports to parents/carers.
- Provide opportunities to develop children's understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for children's' welfare.
- Encourage parental involvement in their children's learning and achievement.

### **Manage Own Performance and Development**

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility with the implementation of school policies and practices.
- Set a good example to the children they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.
- To be aware of and adopt safe working practises in line with Education Leeds Guidance (including online safety)

### **Managing and Developing Staff and Other Adults**

- Establish effective working relationships with professional colleagues including those within school, across the Trust and wider school networks.

### **Managing Resources**

- Select and make good use of books, ICT and other learning resources which enable teaching objectives to be met.

### **Safeguarding**

- To be aware of and to implement the school's policies and procedures for safeguarding children in school and during school activities and events.
- Iveson Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to a satisfactory Disclosure and Barring Service check (DBS formally CRB) and medical clearance from Leeds City Council's Occupational Health Service.
- Iveson Primary promotes diversity and wants a workforce which reflects the population of Leeds.

### **Role Requirements**

- Teaching Qualification recognised by DFE
- Successful enhanced DBS Check
- Evidence/Commitment to continued professional development
- Successful completion of professional assessments (ECT's)

I have read the above job description and understand all my duties and responsibilities. I will also comply with and conform to all policies and procedures relating to safeguarding. This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

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Postholder Signature

Print Name

Date

\_\_\_\_\_

Headteacher Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date



**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
High level of written, oral and communication skills	*		
Ability to communicate effectively orally and in writing to a range of audiences	*		
High level of organisational and planning skills	*		
An excellent classroom practitioner	*		
Work effectively as part of a team, relating well to colleagues, pupils and parents	*		
Ability to demonstrate a commitment to equality of opportunity for all pupils	*		
Ability to investigate, solve problems and make decisions	*		
Management of people and resources	*		
Able to use own initiative and motivate others	*		
Ability to demonstrate high level ICT skills in personal and educational situations	*		
Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them	*		
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure	*		
Ability to offer expertise in a specific subject or area		*	
Ability to teach across primary age range		*	
Commitment to an involvement in extra-curricular activities.		*	
Evidence of sharing in and contributing to the corporate life of the school.		*	

KNOWLEDGE/PROFESSIONAL DEVELOPMENT	Ess	Des	MOA
Knowledge of current educational practice and issues	*		
Evidence of continuing professional development	*		

Take responsibility for their own professional development		*	
Knowledge of the provisions of national strategies, i.e. Literacy, Numeracy and ICT	*		
Effective use of ICT to support learning	*		
Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress.	*		
Full working knowledge of relevant polices/codes of practice/legislation	*		
Knowledge of all phases of primary/secondary education (as appropriate)		*	
Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning		*	

LEADERSHIP	Ess	Des	MOA
As the lead professional in the classroom show an ability to advise and support other staff	*		
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate	*		
Plan, allocate, support and evaluate work undertaken by other staff in the classroom	*		
Lead professional development through example and support		*	

OTHER CONDITIONS	Ess	Des	MOA
Registered with Teaching Agency	*		

DISPOSITION AND ATTITUDE	Ess	Des	MOA
Positive and optimistic attitude towards School Improvement and Inclusion	*		
Open-minded and receptive to new ideas, approaches and challenges	*		
Places high priority on effective team working and works easily and comfortably in a team environment	*		
Commitment to an involvement in extra-curricular activities.		*	
Evidence of sharing in and contributing to the corporate life of the school.		*	

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate