



# Job Description and Person Specification

## KS2 Class Teacher

**Full time, 2 year fixed term in the first instance.**

*(for **non ECTs** there will be a subject responsibility- please state the subject area you are interested in.*

*For **ECTs** there will not be a subject responsibility)*

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of KS2 Class Teacher at Trent CE Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Trent CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS checks and disqualification declaration may be required for this post. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed **application form** to the school office by 12 noon, Wednesday 20<sup>th</sup> April 2022. [office@trent.barnetmail.net](mailto:office@trent.barnetmail.net)

Observation and interviews: Tuesday 26<sup>th</sup> and Wednesday 27<sup>th</sup> April

## Job Description

<b>Post:</b> KS2 teacher (with subject responsibility where applicable)	<b>Responsible:</b> Headteacher and Deputy
<b>Salary Grade:</b> MPS + outer London	<b>Work in partnership with:</b> Other members of staff, Governors, Barnet LA, LDBS and the community at Christ Church.

We are looking for teachers who demonstrate:

- Commitment to the highest standards of provision
- High expectations for all pupils regardless of ability and background.
- Commitment to work with colleagues to improve practice
- Commitment to rigorous self-evaluation for their area of responsibility and use information to develop provision and improve outcomes for pupils
- Strong knowledge of the national curriculum and effective pedagogy
- Clear understanding of safeguarding and statutory requirements, and ability to implement and monitor arrangements to ensure these are effective
- Ability to develop effective partnerships including with parents and all stakeholders
- A desire to build strong networks and take an active role in developing practice within and beyond the school

### Purpose of the job:

- To carry out all duties and responsibilities of a teacher as outlined in the current national conditions of employment including:
- To maintain the positive ethos and promote the values of the school
- To plan and deliver effective lessons which deliver excellent progress and achievement for all pupils
- To be responsible for the pastoral wellbeing of pupils
- To build positive relationships with pupils, staff, parents and governors which support the work of the school
- To lead on aspects of curriculum

## **Main Activities and Responsibilities**

In accordance with the school's policies and under the direction of the Headteacher:

### **Teaching:**

- Enable children to achieve high educational standards, bearing in mind their individual needs and starting points.
- Plan, prepare and teach lessons taking into account assessments made on and with the children.
- Ensure the classroom is a stimulating learning environment for the children.
- Ensure the Health and Safety of the children.
- Ensure equal opportunities for all.
- Deploy support staff effectively to maximise pupil progress.

### **Assessment Recording and Reporting:**

- To assess, record and report on the development, progress and attainment of the pupils in your class
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To participate in arrangements for preparing pupils and assessing pupils for Standard Attainment Tests and recording and reporting assessments, and participating in arrangements for pupils' supervision during tests
- Be fully informed and up to date with educational thought and practice, also LA and School policies, paying particular regard to the implementation of the Early Years Foundation Stage Curriculum and the National Curriculum at Key Stages 1 & 2.
- To ensure all children have equal access to a broad, balanced curriculum.
- To plan, record, monitor and evaluate classroom practice as required by the School and National Curriculum.
- To have regard to the Code of Practice on the identification and assessment of special educational needs including those who are Gifted and Talented.

### **Appraisal:**

- To participate in arrangements for the appraisal of your own performance and that of other staff

### **Further Training and Professional Development:**

- To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher

**Curriculum Development:**

- To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements
- To take responsibility for specific National Curriculum subject(s) (To be decided on appointment)
- To attend Governor Body meeting as required to feedback on your subject.

**Responsibilities**

- To actively support the distinctive Christian character of our school
- To liaise with parents/carers and relevant agencies.
- To attend staff meetings, INSET activities to enhance professional development and work in conjunction with other staff (to a minimum of 1265 hours per year).
- To assist the school by taking an area of responsibility within the school as agreed with the Headteacher and Senior Management, depending on the strengths/interests of the teacher and the present needs of the school (this does not include Newly Qualified Teachers).
- To change area of responsibility as the needs of the school change provided the change is agreeable to both the teacher and the Headteacher.

**Staff meetings:**

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

**Communication**

- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class
- To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above

**Administration:**

- To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils
- To manage or supervise anyone providing support in your class
- To order and monitor use of resources
- Liaise with relevant staff on the arrangements for end of KS2 testing

**General Professional Duties**

- To carry out particular duties as may reasonably be assigned to you by the head teacher
- To contribute to the overall life and work of the school

## Leadership and Management

- To ensure the consistent application of school policies and procedures across the year group/phase
- To contribute to improving the quality of teaching across the year group/phase
- To be accountable for pupil outcomes across the year group/phase
- To lead an aspect of the curriculum and have a positive impact on quality of teaching and pupil outcomes
- To ensure a broad and balanced curriculum and contribute to whole school curriculum development
- To contribute to whole school improvement and the effective day to day management of the year group/phase

The above responsibilities are subject to the Teachers' Pay and Conditions legislation currently in force. This job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed. It will be reviewed annually and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	-Qualified teacher status -Successful DBS and safeguarding clearance	- Evidence of further professional development or qualification

<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>-The knowledge and understanding of effective teaching and best practice</li> <li>-Clear understanding of the role of high expectations in improving pupil outcomes</li> <li>-Effective adaptive teaching which ensures progress for all pupils</li> <li>-Using and interpreting data to inform teaching</li> <li>-A wide repertoire of teaching strategies to engage and motivate a range of learners</li> <li>-Secure understanding of the national curriculum</li> <li>-A range of effective strategies for promoting positive behaviour and maintaining a calm and purposeful learning environment</li> <li>-Giving effective feedback to pupils</li> <li>-Experience of working with children with Special Educational Needs.</li> <li>-Developing productive home school partnerships</li> <li>-Statutory assessment processes</li> <li>-Statutory guidance and best practices for safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>-A commitment to a creative, inspiring and enriching curriculum.</li>   <li>-Expert subject knowledge in an aspect of the curriculum</li> </ul>
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<b>Experience</b>	<ul style="list-style-type: none"> <li>-Experience of teaching in a Primary school setting.</li> <li>-Ability to demonstrate evidence of consistently good and outstanding practice.</li> <li>-Proven record of raising attainment and improving progress</li> <li>-Working effectively as part of a team</li> <li>-Planning and delivering creative and inspiring lessons</li> <li>-Using formative and summative assessment effectively</li> <li>-Implementing whole school policies</li> </ul>	<ul style="list-style-type: none"> <li>-Contributing to whole school development</li> <li>-Experience of leading an aspect of school development/curriculum</li> </ul>
<b>Characteristics and Competences</b>	<ul style="list-style-type: none"> <li>-Desire and ability to develop and promote the Christian values and ethos of the school</li> <li>-Show willingness to learn and motivation to teach well</li> <li>-Commitment to uphold the highest professional standards</li> <li>-An appetite for challenge and the ability to inspire enthusiasm and confidence in others</li> <li>-Demonstrate resilience, determination and a positive outlook</li> <li>-Highly effective communication</li> <li>-Ability to empathise and demonstrate care and compassion</li> <li>-Ability to create a happy, stimulating and challenging learning environment</li> <li>-Confidence and competence using IT</li> </ul>	<ul style="list-style-type: none"> <li>-Desire to develop subject expertise</li> <li>-Is proactive in seeking out opportunities for professional development</li> <li>-Aspires to lead on innovation or research based professional development</li> <li>-Demonstrate the capacity and desire to support others within the school with all of the above characteristics and competencies.</li> </ul>