

**Position: - Key Stage 3 class Teacher**

<b>Job Title:</b>	<b>Key Stage 3 class Teacher</b>
<b>Hours:</b>	Full and part time positions, term time You will also be required to attend staff meetings during the academic year
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Up to £35,000 - depending on experience and qualifications
<b>Responsible to:</b>	Head Teacher/Senior Leadership Team/Deputy Head Teacher

**Job Description:**

We are looking to appoint a permanent full and part time key stage 3 Class Teacher who is passionate, hard working, and versatile to join our busy team. To carry out professional duties and to have responsibility for an assigned class.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

To take responsibility for a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, Department for Education and school Policies.

**General Main Duties and Responsibilities:**

- To be a class teacher in the school, under the direction of the Headteacher, having regard to the curriculum for the school, promote the development of the abilities of the pupils in the class
- Work as a member of a team, liaising with colleagues and be prepared to be flexible
- Planning and preparing lessons
- Teaching all the pupils in the class, according to their educational needs
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them
- Helping with establishing policies
- Communicate and work with parents, pupils and school governors
- Communicating and co-operating with persons or bodies outside the school and participating in meetings arranged for any of the above purposes
- Providing or contributing to oral and written assessments and reports relating to individual pupils and groups of pupils
- Reviewing from time to time methods of teaching and programmes of work and participating in arrangements for further training and professional development as a teacher to ensure knowledge of current developments
- Co-ordinating activities and resources for a curriculum area, and supporting colleagues in the delivery of this area.
- Coordinating and leading a subject throughout the school.

- Advising and co-operating with the headteacher and other staff on the preparation and development of courses of study, methods of teaching and assessment and pastoral arrangements
- Organise and administer Y6 SATs if in Y5/6
- Maintaining good order and discipline among pupils and safeguarding their health and safety when in school and when on outings
- Participate in staff meetings, which relate to the school curriculum, administration or organisation of the school, including pastoral arrangements
- Taking part in school events and activities that can be run in the evenings or at the weekends
- Supervise and work closely with TAs, who provides support in the classroom.
- Be aware of and show responsibility for the promotion of the overall aims and objectives of the school.
- Support and model the school values.
- Establish a stimulating and challenging classroom environment.
- Establish a safe, orderly, welcoming environment of a high quality, which supports learning, and in which pupils feel secure, safe and confident.
- Establish a suitable classroom routine and atmosphere to maximise independent learning.
- Ensure a high standard of classroom organisation with readily accessible and well-maintained resources.
- Have good subject knowledge of all subjects taught in Key Stage 3.
- Provide clear structures for lessons, and for sequences of lessons, in the short, medium and long term, which maintain pace, motivation and challenge for pupils.
- Provide opportunities and resources for differentiated development and progression in all curriculum areas.
- Implement agreed school policies and contribute to the development of whole school policies.
- Plan and evaluate in consultation with colleagues based on agreed school policies and National Curriculum documents.
- Use systematic assessment, record keeping and reporting procedures and set and monitor targets for learning.
- Make effective use of assessment information on pupil's attainment and progress in their teaching and in planning future lessons and sequences of lessons.
- Plan opportunities to contribute to pupil's personal, spiritual, moral, social and cultural development.
- Ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that learning objectives are met, and best use is made of individual teaching time.
- Maintain high standards of behaviour expectation within the classroom and school.
- Ensure all children's individual learning needs are met; identify and make provision for SEN and the more able and talented.
- Use ICT to plan work and teach ICT as a cross curricular tool.
- Manage other adults in the classroom effectively to enhance children's learning.
- Involve parents in the school, where possible, both in the education of their children and in the wider aspects of the school's function.
- Attend parent consultation evenings, the frequency and duration of which is agreed by all staff.
- Share responsibility with other staff for display/organisation in central areas.
- Share responsibility for collective resources
- Be prepared to oversee students on school experience.
- To be involved in the planning and delivery of whole school collective worship, extra-curricular clubs and playground duties.
- Lead a subject area across the school.
- The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities.

## Key Stage 3- Class Teacher - Personal Specification

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Educated to degree level or above</li> <li>• Teaching experience for more than one year</li> </ul>	
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Teaching experience across the primary age range</li> <li>• Teaching experience across the primary age range</li> <li>• Ability to demonstrate good knowledge of the National Curriculum</li> <li>• Proven record of sustained, effective teaching and learning</li> <li>• Knowledge of the characteristics of effective teaching and learning</li> <li>• Experience of target setting, monitoring and assessment, recording and reporting pupils' progress</li> <li>• Experience of using a range of strategies to meet individual learning needs.</li> <li>• Understanding of a range of diverse and additional Special Educational Needs</li> <li>• Knowledge of effective ways of working with parents and careers</li> <li>• Knowledge of statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEND and Child Protection.</li> <li>• Knowledge of behavioural and motivational strategies to promote consistent behaviour and discipline.</li> <li>• Experience of working at a whole-school level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Key Stages 1,2+ 3</li> <li>• Proven record of sustained, good or outstanding teaching strategies</li> <li>• Experience of providing extra-curricular clubs</li> <li>• Involvement in self-evaluation and development planning</li> </ul>
<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Demonstrate effective classroom practice and thorough planning, demanding expectations, clear targets for learning and effective use of assessment</li> <li>• Ability to use ICT for teaching,</li> </ul>	<ul style="list-style-type: none"> <li>• Data analysis skills and the ability to use data to inform provision planning.</li> <li>• Involvement in</li> </ul>

	<p>learning, assessment and record keeping</p> <ul style="list-style-type: none"> <li>• Ensure high levels of pupil interest and motivation</li> <li>• Make warm and open relationships with adults and children</li> <li>• Work as an effective team member to ensure the delivery of high quality teaching and learning</li> <li>• Promote consistent behaviour and discipline</li> <li>• Committed to safeguarding and promoting the welfare of children</li> <li>• Have good personal organisation</li> <li>• Be positive, creative and energetic</li> <li>• Communicate effectively both verbally and in writing, to a variety of stakeholders</li> <li>• Committed to continuing professional development</li> <li>• Record of reliability, punctuality and have a good health record</li> <li>• Sound knowledge of the SEND Code of Practice</li> <li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> <li>• Ability to plan and evaluate interventions</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships</li> <li>• Ability to prioritise and work to deadlines.</li> <li>• Ability to influence and negotiate</li> <li>• Good record-keeping skills</li> <li>• Knowledge of assessment for learning, use of developmental marking and feedback</li> <li>• Willing to be fully involved in the life of the school community.</li> </ul>	<p>self-evaluation and development planning</p>
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**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

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