



# Birkenshaw CE (C) Primary School

**Post Ref: -**

**POST TITLE :** Part time Class Teacher  
From April 2021 (fixed term from 12<sup>th</sup> April to 31<sup>st</sup> August 2021 initially)

**SALARY GRADE:** MPS/UPS

**RESPONSIBLE TO:** Head Teacher

The following information is provided to assist teaching staff to understand and appreciate the work content of their post and the role they are to play in school/service. However, the following points should be noted:

1. The post-holder is required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions document.
2. The details set out below describe the main duties and responsibilities relating to the post; however a document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out, and no part of it can be so construed. In allocating time to the performance of duties and responsibilities the post-holder must use directed time in accordance with the school's published Directed Time statement.

## **RESPONSIBILITIES AS A STANDARD SCALE TEACHER**

- 1 To plan, deliver, monitor and evaluate programmes of education for groups of children.
- 2 To attend to the administration for and accept responsibility for the pastoral needs of groups and to liaise with the Head Teacher and other colleagues (when appropriate) on particular pastoral problems.
- 3 To share with other teachers the standing day to day or emergency arrangements for the supervision of pupils and the maintenance of good order and the school's timetable. This includes compliance with arrangements made to cover the absence of colleagues, subject to current conditions of service
- 4 To be part of a team responsible for the development of pupils progress.

## **Duties**

### **a) Curricular**

- 1 To plan activities and experiences appropriate to the age, ability and needs of pupils related to National Curriculum/Development Matters issues so as to ensure pupils receive a broad and balanced curriculum.
- 2 To follow the policies and schemes of work of the school, having regard for the materials and methods recommended.
- 3 To assess and record pupil's progress and attainments in accordance with school policy.

- 4 To set, mark, record and give feedback on work for pupils in accordance with the school's policy.
- 5 To provide written reports to a) other agencies in accordance with school procedures and the Code of Practice and b) to parents in accordance with statutory requirements.
- 6 To consult with the SENCO in developing Support Plans for pupils on the Special Needs Register.
- 7 To create and maintain a stimulating, challenging environment within the classroom and in the public areas that encourages learning.
- 8 To organise resources to motivate children towards independence and self-reliance.
- 9 To promote the academic progress and well-being of individual pupils through personal guidance, parental involvement and professional consultations as may be necessary, having regard for the needs and abilities of each child.
10. To liaise with classteachers regarding pupil progress and areas for development.

b) Pastoral

- 1 To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere.
- 2 To promote the well-being of pupils.
- 3 To maintain current pupil records - administrative, academic and pastoral in accordance with the school system.
- 4 To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Head Teacher.
- 5 To attend and deliver school assemblies when required and supervise the orderly movement of pupils to and from assemblies.

c) Curriculum Development Responsibility

- 1 To be involved in the organisation, maintenance and review of resources and equipment for all age groups and abilities throughout the Foundation Stage, Key Stage One and Two.
- 2 To keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues.
- 3 To promote good practice by:
  - a) liaising with colleagues, monitoring teaching and learning and giving practical support in planning and delivering classroom activities;
  - b) demonstrating classroom expertise and displaying work to show the quality of provision offered;
  - c) delivering Inset.

- 4 To be involved with colleagues in formulating, reviewing and modifying written policy.
- 5 To liaise with the Senior Management Team and Head Teacher regarding evaluation of provision, new ideas and initiatives in order to ensure development and the achievement and maintenance of high standards.

d) General

- 1 To promote equal opportunities ensuring that, specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
- 2 To attend meetings with colleagues, parents or other agencies within specified time allocations and at reasonable advance notice.
- 3 To consult and co-operate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods of assessment.
- 4 To have a positive interest in professional development - attending meetings and In-service training courses and participating in professional development exercises.
- 5 To participate in Teacher Appraisal as required.
- 6 To carry out other duties as the Head Teacher may reasonably require, to the level expected of a teacher on the standard scale, relating to the efficient organisation of the school, and to any necessary adjustments in the specified time allocations.

Signed .....

Date .....

Signed .....

Date .....

Rebecca Martin, Headteacher



INVESTOR IN PEOPLE



**Birkenshaw CE (C) Primary School  
PERSONNEL SPECIFICATION**



**POST TITLE: Early Years and Key stage One Catch Up Class Teacher**

**Ref:**

	<b>CRITERIA</b>	<b>RANK</b>	<b>HOW IDENTIFIED</b>
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>*A range of recent teaching experience, either as a student or teacher</li> <li>*Experience of planning, delivering and assessing the National Curriculum and Development Matters within the primary age range.</li> <li>*A demonstrable record of exemplary classroom teaching.</li> <li>*Experience of organising a high quality learning environment</li> <li>*Experience of using data to track pupil progress and manage intervention</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	Application form/interview
<b>EDUCATION AND TRAINING</b>	<ul style="list-style-type: none"> <li>*Qualified teacher status</li> <li>*Recent and relevant training/INSET</li> </ul>	<p>A</p> <p>A</p>	Application form
<b>GENERAL AND SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>*A clear philosophy of primary education and proven ability to translate into practice.</li> <li>*Commitment to equal opportunities for pupils and staff.</li> <li>*Effective interpersonal and communication skills.</li> <li>*Knowledge of current education issues and developments.</li> <li>*Commitment and ability to raise standards for all pupils.</li> <li>*Commitment to adopting a flexible approach</li> <li>*Ability and willingness to implement school's policies and procedures associated with managing pupil's behaviour</li> <li>*Be able to plan and deliver lessons that motivate, inspire and challenge children of all abilities to want to learn.</li> <li>*Awareness of recent and forthcoming educational developments and their implications.</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>B</p>	Application form/interview
<b>SKILLS AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>*Good interpersonal skills.</li> <li>*Ability to motivate and enthuse young learners.</li> <li>*Ability to work as a member of a team.</li> <li>*Ability to provide a stimulating classroom environment.</li> <li>*Ability to work effectively with and manage the work of support staff.</li> <li>*Enthusiastic, creative and committed approach to learning &amp; teaching.</li> <li>*Commitment to working in partnership with parents, governors and the community</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	Application form/Interview

ADDITIONAL FACTORS	<p>*Willing to adopt a team approach.</p> <p>*Commitment to implement whole school decisions and policies.</p> <p>*Willing to contribute fully to the life of the school including supporting and developing extra-curricular activities.</p> <p>*Commitment to the aims and ethos of a Church School</p> <p>*Willingness to undertake an enhanced Disclosure and Barring Service check. <i>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</i></p>	<p>A</p> <p>A</p> <p>B</p> <p>A</p> <p>A</p>	Application from/Interview
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**Note to applicants:** You will only be shortlisted from the details in the application form if you meet all the criteria ranked as A.