



LONGFORD PARK PRIMARY SCHOOL

'Working together, Learning forever'

Post: CLASS TEACHER (CASUAL CONTRACT)

JOB DESCRIPTION

Longford Park Primary Academy in Coventry is looking to appoint an inspirational, dynamic and experienced class teacher to be a part of our committed and forward-thinking team.

This role is a casual contract for zero hours. Working days and hours will be agreed in advance between the school and the successful applicant. The right candidate will be able to demonstrate excellent teaching practice and will be supported by outstanding progress data and standards of pupil wellbeing.

This job description allocates duties and responsibilities but does not direct the particular time to be spent on fulfilling them. In allocating time to the performance of duties and responsibilities the teacher should use time directed in accordance with the school's time budget, and have regard to Clause 4(i)(f) of the School Teachers' Pay and Conditions document.

Duties are to be performed in accordance with paragraphs 33 to 36 in the School Teachers' Pay and Conditions document.

This job description is subject to local agreements detailed in the Coventry City Council Personnel handbook, (including the grievance procedure outlined in section G) which has been agreed by the school's Governing Body.

In undertaking the roles of class the following need to be addressed:

- a) differentiation
- b) progression
- c) coherence
- d) delivery, planning and organisation of lessons (alongside SLT)
- e) providing verbal/written feedback as set out in the schools feedback and presentation policy
- f) recording, reporting and assessment.
- g) providing children with social and emotional support

SCHOOL

- The school is committed to policies of ensuring equal opportunities for all pupils and staff regardless of race, gender or disability, and to the active participation of parents in the life of the school.
- Members of the teaching staff are committed to support the work of colleagues with responsibilities in other phases, teams or curriculum areas to the overall benefit of the pupils. Staff are also expected to support other initiatives determined by the Headteacher after consultation with the staff, or which arise from local authority or national initiatives.
- This job description will be reviewed at the end of each academic year in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.



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- Your post requires you to teach pupils in the age range 4 – 11 years, being the range of pupils on the roll of the school.
- The days to be specified by your employer or by the Head Teacher under Paragraph 36 (1)(a) of the Pay and Conditions document (the five non-pupil contact days) and the hours allocated by the Head Teacher under Paragraph 36 (a)(b) of the Document (the "1265 hours") shall be the subject of a separate statement issued by your employer or the Head Teacher as the case may be.

THE POST

As a class teacher, you will be expected to plan (alongside SLT), deliver, review and evaluate the aspects of the curriculum which you deliver to your classes. This is to be undertaken in relation to school policies, curriculum documentation and the School Improvement Plan.

You will also be expected to maintain and develop your professional and curriculum skills by attending appropriate in-service training courses. Your daily professional conduct and practice should meet career stage expectations as outlined in the Teachers' Standards 2012 and the school Appraisal and Capability Policy.

Longford Park 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. All posts are subject to Enhanced DBS Clearance, TRA Teacher Services, Qualification and ID Checks

Specific Duties

Plan teaching to achieve progression in pupils' learning through:

- Following the school agreed schemes of work for all subjects and adapt to meet the needs of the children within the class.
- Clearly identifying how learning will be taught to meet the needs of the children.
- Setting tasks which challenge the pupils and ensure a high level of interest, attention, participation and well-being.
- Setting appropriately high expectations.
- Setting clear targets building on prior attainment.
- Identifying the needs of individuals and groups within the class; differentiating work to support progress of all pupils; creating intervention plans as necessary and liaising with the SENDCO as required.
- Making effective use of assessment data and information when planning lessons.
- Planning opportunities to contribute to pupils' English and Maths, and to their personal, spiritual, moral, social and cultural development.
- The effective deployment of Teaching Assistants to ensure maximum impact on pupil progress.
- The effective use of resources promoting and driving the use of ICT resources.



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Teaching and Class Management:

- Liaise effectively with the school leadership team in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Select appropriate learning resources for pupils and develop study skills through the use of the library and technology.
- Drive the use of ICT including iPads in the learning environment and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age.
- Critically evaluate own teaching to improve effectiveness.
- Use a variety of teaching methods to:
 - structure information well, including outlining content and aims and summarising key points as the lesson progresses.
 - instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.

Monitor, assess, record, report:

- Assess how well learning objectives have been achieved and use pupil-level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences.
- Monitor and assess pupils' work and set targets for progress via the assess, plan do, review model.
- Keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to SLT, governors and parents / carers as required.
- Contribute to the school self-evaluation and improvement.

Other professional requirements:

- 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.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant ICT skills.
- Liaise effectively with parents and the Local Advisory Board as necessary.



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- Liaise with school to ensure there is a smooth transition for the pupils across phases and year groups.
- Carry out supervision duties as appropriate.
- Support the school extra-curricular activities.
- In addition, to carry out other duties as reasonably required by the Head of School.

And above all else, promote a strong Safeguarding ethos.

PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE		
A wide range of teaching a Key Stage	✓	
Experience in a Foundation subject		✓
Competent in using technology within the classroom	✓	
Demonstrable success guiding children through assessment with excellent performance data	✓	
Teaching phonics	✓	
QUALIFICATIONS AND TRAINING		
A Level passes in two subjects	✓	
GCSE passes in English, Mathematics and one Science subject	✓	
Honours Degree from a recognised University	✓	
Qualified Teacher Status	✓	
Evidence of continued professional development	✓	
Training in teaching phonics	✓	
PRACTICAL SKILLS AND COMPETENCIES		
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	✓	
The monitoring, assessment, recording and reporting of pupils' progress including knowledge of the changes in the National Curriculum	✓	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND, EAL and Child Protection	✓	
The positive links necessary within school and with all its stakeholders	✓	
Effective teaching and learning styles.	✓	
Promoting innovative and creative teaching methodologies including technology	✓	
PERSONAL SKILLS AND ATTRIBUTES		
Promote the school's aims positively	✓	
Be patient when working with young children and their parents/carers	✓	
Be resilient and use common sense in coping with the day-to-day pressures of school life	✓	



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Develop good personal relationships within a school team	✓	
Establish and develop positive working relationships with parents, Local Advisory Board and community groups	✓	
Communicate effectively (both orally and in writing) to a variety of audiences;	✓	
Create a happy, creative, engaging and stimulating learning environment	✓	
A forward-thinking, collaborative team member	✓	
Show a commitment to good attendance and excellent punctuality	✓	
Work calmly under pressure	✓	
Approachable	✓	
Empathetic	✓	
Enthusiastic	✓	
Flexible	✓	
Organised	✓	
Patient	✓	
Resourceful	✓	