



## JOB DESCRIPTION

<b>Job Title:</b>	Main Pay Scale Teacher
<b>Salary:</b>	M1 - M6
<b>Hours:</b>	As set out in STPC
<b>Contract:</b>	Temporary Maternity Cover
<b>Job Location:</b>	Hill View Infant Academy
<b>Company:</b>	Vision Learning Trust
<b>Responsible to:</b>	Head Teacher/Board of Directors

### Main purpose of the Post

To be responsible for teaching a class within Key Stage 1. To assist the senior leadership team with the management of a subject or responsibility across the school.

The duties and responsibilities set out in this job description are to be carried out in accordance with the National Professional Standards for Teachers (2012), the School Teachers Pay and Conditions document and the school code of conduct.

- To implement a broad, balanced, challenging and meaningful curriculum for all learners.
- To work proactively and effectively with learners, parents/carers, governors, staff and external agencies.
- To ensure a stimulating learning environment conducive to the learning needs of young children.
- To be responsible for the achievement of all pupils in the class
- To take responsibility for promoting and safeguarding the welfare of children within the school
- To perform such duties as may be reasonably assigned to him/her by the Head teacher

### Professional Responsibilities

The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below.

### Knowledge and Understanding

- To maintain good levels of knowledge in regard to latest research in effective teaching approaches relevant to the developmental stage of children.
- Understand progression in their specialist subject(s), including their specialist age range.
- Have a detailed knowledge of the relevant aspects of the National Curriculum, EYFS and other statutory requirements.

### Planning and Setting Expectations

- Plan and set high expectations for children's learning in line with the National Curriculum and EYFS.
- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Demonstrate consistent, differentiated and effective planning of lessons and sequences of lessons to meet pupils' learning needs.

- To ensure they provide effective curriculum coverage, continuity, progression and challenge
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Support Plans.

### **Teaching and Managing Pupil Learning**

- To teach children (whole class, groups and individuals) according to their learning needs ensuring that objectives are met, challenge is maintained and best use is made of teaching time available.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships.
- To value children's work and ensure that excellence is displayed regularly and in line with school policy and expectations.
- To write reports and support parents in understanding the learning and development needs of their child.
- To meet all deadlines for submission of data, reports and any information requested by the Headteacher

### **Assessment and Evaluation**

- Use the assessment of children's learning to underpin the planning and evaluation of all objectives.
- Mark children's work providing constructive feedback (oral and written) and ensure that children respond to this, in line with the school policy.
- Contribute to the process of monitoring and evaluating children's progress and the quality of the school's provision.

### **Achievement**

- Ensure all children make at least good progress in comparison to their peers nationally from their prior attainment, as a result of teaching.
- Set regular targets for improvement, based on prior assessment information and secure progress towards them.
- Adhere to school's assessment schedule.

### **Staff Appraisal**

- To take responsibility for personal learning development and setting objectives for improvement and taking action to keep up to date with research and pedagogy.
- To engage actively in the staff appraisal process, working towards the appropriate career stage expectations and use to improve teaching and pupils' learning.
- Understand the professional responsibilities in relation to school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- To support and implement set priorities for school development

### **Managing and Developing Staff and other Adults**

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.
- Where applicable, deploy support staff and other adults effectively in the classroom, involving them where appropriate in the planning and management of pupils learning

### **Managing Resources**

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

### **Other Specific Duties**

- To play a full part in the life of the school actively supporting the vision of the school.

- To contribute to the broader aspects of school life, including learning beyond the classroom.
- To liaise with external agencies responsible for pupils' welfare.
- To actively promote the school's corporate policies.
- To contribute to and uphold the ethos of the school.
- To assist in the preparation of reports relating to the use of curriculum area to be defined, as requested by the LA or the school's Governing Body.
- To contribute to Self-Evaluation by meeting requests and deadlines for information actively supporting the Leadership team.

*The post is open to Early Career Teachers (ECTs)*

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of records and information.

The post holder must comply with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) and the principles enshrined within them in respect of personal information held by the School.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Safeguarding Policy (in line with SSCB procedures) and all other Trust Policies.

The post holder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

The post holder is responsible for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.

Name of Author: T Crompton  
Date: November 2022

Head Teacher signature: T Crompton  
Date: 9.10.23

Staff signature:  
Date:

**HILL VIEW INFANT ACADEMY  
PERSON SPECIFICATION**

**Job Title:** Main Scale Teacher M1-M6

<b>Minimum Essential Requirements</b>	<b>Method of Assessment</b>
<b>Skills/Knowledge</b>	
<ul style="list-style-type: none"> <li>Outstanding practitioner with commitment to and understanding of good Early Years and KS1 practice.</li> </ul>	Supporting statement Interview Observation
<ul style="list-style-type: none"> <li>Able to demonstrate a good level of knowledge regarding early years education and the National Curriculum</li> </ul>	Interview Observation
<ul style="list-style-type: none"> <li>Able to plan and implement effective lessons, including monitoring, assessment, recording and reporting of pupils progress</li> </ul>	Interview Supporting statement
<ul style="list-style-type: none"> <li>Good level of organisation and planning</li> </ul>	Interview Supporting statement Observation
<ul style="list-style-type: none"> <li>Ability to co-ordinate and support other practitioners supporting learning.</li> </ul>	Interview Observation
<ul style="list-style-type: none"> <li>High expectations in regard to behaviour and academic progress</li> </ul>	Supporting statement Observation
<ul style="list-style-type: none"> <li>Ability to self reflect and evaluate own practice</li> </ul>	Supporting statement Interview
<ul style="list-style-type: none"> <li>Experience of management of a subject / area of responsibility across a school</li> </ul>	Interview Supporting statement
<ul style="list-style-type: none"> <li>Able to use ICT effectively as an integral part of teaching and learning</li> </ul>	Interview Supporting statement Observation
<ul style="list-style-type: none"> <li>Ability to communicate sensitively with parents</li> </ul>	Supporting statement
<ul style="list-style-type: none"> <li>Good level of interpersonal skills</li> </ul>	Supporting statement Observation
<ul style="list-style-type: none"> <li>Able to establish an effective rapport with children which is based on high expectations and provide an exciting, attractive learning environment indoors and out where pupils feels secure and confident</li> </ul>	Supporting statement Interview Observation
<ul style="list-style-type: none"> <li>A sound understanding of the delivery of a synthetic phonics programme</li> </ul>	Interview Supporting statement Observation
<b>Experience/Qualifications</b>	
<ul style="list-style-type: none"> <li>Good level of relevant qualifications/ Qualified teacher status.</li> </ul>	Supporting statement
<ul style="list-style-type: none"> <li>Good level of understanding of how young children learn and of child development</li> <li>Outstanding early years practitioner with experience of EYFS and KS1</li> </ul>	Interview Supporting statement Observation
<ul style="list-style-type: none"> <li>Evidence of on-going commitment to own professional learning</li> </ul>	Interview Reference
<b>Personal Characteristics</b>	
<ul style="list-style-type: none"> <li>Willingness and desire to commit to the ethos</li> </ul>	Interview

and life of the school	Supporting statement
<ul style="list-style-type: none"> <li>• Willingness to offer beyond the school curriculum</li> </ul>	Supporting statement Interview
<ul style="list-style-type: none"> <li>• A strong sense of responsibility and professionalism</li> </ul>	Interview Supporting statement
<ul style="list-style-type: none"> <li>• A commitment to young children with a passion for their learning and development</li> </ul>	Interview Observation
<ul style="list-style-type: none"> <li>• Ability to make decisions and be accountable</li> </ul>	Application form

**Author:** Tammy Crompton  
**Date:** October 2023