|  |  |
| --- | --- |
|  | Lingfield Logo Job Description |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Role: | **KS2 Class Teacher** | Salary Range: | **MPS Band 1** |
| Start: | **September 2019** | End Date: | **August 2020** |

#### **Core Responsibilities**

* *Undertake the duties of a teacher as specified by the most recent School Teachers’ Pay and Conditions Document (STPCD)*
* *Be a creative practitioner, working within a team to support the development of the academy's vision for educational excellence*
* *Plan and prepare pupils’ work and lessons within the parameters laid down by the Planning Policy and National Curriculum*
* *Attend relevant and appropriate training to support your post, responsibilities and the children in your Key Stage*
* *Differentiate work so that the needs of all children are met*
* *Provide guidance and advice to pupils on educational, social and moral matters.*
* *Be prepared to join a curriculum steering group and / or an extra-curricular activity*
* *Keep the Headteacher informed of issues arising / affecting the staff and wider school community.*
* *Generate an atmosphere of focus, drive and high expectations within your classroom.*
* *Advise and support, and hold to account, support staff in your team.*

***General***

* *Promote the ethos and vision of Hemlington Hall Academy and the Lingfield Education Trust*
* *Be committed to raising standards of achievement for ALL children*
* *Provide a safe, welcoming, organised, creative and interesting learning environment*
* *Be aware that each child has a right to equal opportunities and equal access to the curriculum*
* *Implement all the policies agreed by Hemlington Hall Academy and the Lingfield Education Trust*
* *Maintain high expectations and insist the children always produce their best*
* *Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere*
* *Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues*
* *Work collaboratively with colleagues in a team, setting high professional standards*
* *Take an active part in the life of the school*
* *Use CPOMs to keep notes on matters relating to your class including: safeguarding concerns, interactions with parents and incidents involving children*
* *Write and proof read end of year reports for your class, ensuring high standards of written English.*

***Evaluation, Assessment and Record Keeping***

* *Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies*
* *Ensure children are challenged to progress from end of KS1 expectations towards end of KS2 targets*
* *Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate*
* *Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy*
* *Set regular ambitious yet achievable targets for the children*

***Other Responsibilities***

* *Participate in scheduled meetings, including a weekly planning meeting with Support Staff*
* *Participate in duty rosters, including taking assemblies, lunch and playtime duties*
* *Participate in the school's arrangements for Appraisal and other professional development activities*
* *Facilitate the training of students as required*
* *Safeguard the health and safety of all children.*

*For teachers M2 and above:*

* *Take responsibility for a subject area, or Academy priority area, in line with the Academy’s pay and conditions policy.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Signed:* |  |  | *Date:* |  |