

# **Elm C of E Primary School**



## **Additional Information and Job Description**

**Full-Time/Part-Time Class Teacher – Year 5**

**January 2019**

## Class Teacher

The Governors are hoping to appoint an enthusiastic and committed teacher to join the staff team on either a full-time or part time 0.4, permanent contract to work in our Year 5 class. We are looking for a teacher who values each child as an individual and is able to engage in a creative and integrated curriculum. It is expected that the successful candidate will take up the post in January 2019. This post is suitable for an experienced teacher or NQT.



**Applications must be returned to the school by 12 noon on Wednesday 14<sup>th</sup> November 2018.**

We encourage prospective applicants to visit the school, please telephone the school office on 01945 860295 to arrange a convenient time.

## Elm C of E Primary School

Elm School serves the Fenland village of Elm, which is situated on the B1101 about two miles south of Wisbech, the Capital of the Fens. Wisbech is a town of about 20,000 people situated fourteen miles from King's Lynn, twenty miles from Peterborough and thirty miles from the North Norfolk Coast. As a market town for the surrounding area, it contains some excellent examples of Georgian architecture and boasts a museum, a theatre, excellent sporting facilities and a range of other leisure and recreational activities.

Elm is a very pleasant village with a population of just over 2,000. It consists of a mixture of housing styles reflecting the diversity of the village population. It has grown over the last few years, contributing to the growth of the school. The village provides an excellent resource for local study, including a variety of dwellings dating from those still under construction back to at least the 1600's, a Norman Church, the course of an old canal and the school itself.



Elm School is a voluntary controlled Church of England School dating from 1861. Our church school ethos and emphasis on Christian values are an important part of school life and we welcome applicants of any faith or none who are supportive of this ethos. We admit children from the beginning of the academic year in which they are five, until they are eleven. The school is organised into seven, single age classes, with a range of class size from 30 to 31. The number of children currently on roll is 209. The school is staffed by 9.6 FTE teachers including the Head Teacher, and twelve Teaching Assistants. We also make use of specialist support to help us teach PE and Games. In addition we have three Clerical Assistants.

Each classroom has an interactive whiteboard and six laptop computers. All have access to the school network and the internet. Staff are provided with a laptop computer.

Part of the original school building is still in use as a classroom but the remainder dates from the 1960's and 1970's with our three newest classrooms being built in 2001.

The Elm Centre is housed in the grounds of the school offering a range of activities for the wider community. It is also the home of our school-run nursery.

Within the school and its grounds we have installed a children's kitchen, a pond, hedgerow, wild area and planted a number of trees. We are currently developing a growing area. To enable these facilities to be made used fully we encourage parents and other adults to come into school as often as possible. We see our school as central part of the community. We use the village and surrounding community as an educational resource while at the same time we recognise the mutual value of involving the school as fully as possible in all aspects of village life.

Elm School is part of the Wisbech Partnership, an initiative encompassing all Wisbech schools and the local college of FE. This is designed to support all schools, and offer a range of high quality opportunities and projects to pupils and staff. We are developing a partnership with Elm Road Primary School in Wisbech which includes staff sharing training and working together on joint projects.

The governors are fully committed to the professional development of all staff. All teachers are able to attend courses as well as 'in-school' training sessions and we encourage staff to engage with opportunities to grow professionally.

Amongst the systems in use in the school are Abacus Maths, Wordsmith English Scheme, Get Spelling and Tackling Tables.

Elm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an enhanced DBS disclosure.



## Elm C of E Primary School

### **JOB DESCRIPTION FOR CLASS TEACHER POST**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

In accordance with the school's policies and under the direction of the Headteacher, and through close liaison and in co-operation with the partner teacher:

**Teach** Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare courses and lessons; to deliver a broad and balanced curriculum, catering for each child's needs – intellectual, social, emotional and physical, and following the requirements of the National Curriculum
- teach, according to their educational needs, the pupils assigned to you,
- set and mark work to be carried out by the pupil in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils; to maintain full and up to date records on all children in line with school policies and make sure that such records are available when required
- to provide an interesting and stimulating environment where each child and his or her work is respected and where the emphasis is on each child striving for excellence, according to their ability;

#### **Other activities**

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports;
- make records of and report on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and co-operate with persons or bodies outside the school including outside agencies supporting children with special educational needs; and
- participate in meetings arranged for any of the purposes described above;
- to lead and direct the work of any support assistants or volunteer helpers allocated to your class

#### **Assessments and reports**

- provide oral and written assessments, reports and references relating to individual pupils and groups of pupils;

### **Appraisal or review of performance**

- participate in arrangements made in accordance with the 2002 Regulations or the 2006 Regulations for the appraisal or review of your performance and that of other teachers;

### **Review, induction, further training and development**

- review from time to time your methods of teaching and programmes of work;
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

### **Educational methods**

- advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

### **Discipline, health and safety**

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- to actively promote the school's behaviour/code of discipline policy and the anti-bullying policy

### **Subject Leadership**

- to take responsibility for at least one subject area according to the needs of the school at the time.

### **Staff meetings**

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

### **External examinations**

- participate in arrangements for and prepare pupils for external examinations, assess pupils for the purposes of such examinations and record and report such assessments; and participate in arrangements for pupils presentation for, and conduct, such examinations;( you are not required routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation)

### **Administration**

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons providing support for the teachers in the school; and

- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

*This job description should be read along side the job description for subject leaders which is also shared by all staff.*

**REVIEW AND AMENDMENT:**

This job description is normally subject to annual review. It may be amended at the request of the headteacher or the post holder but only after full consultation with the post holder.

## Person Description – Elm C of E Primary School – Class Teacher

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>· Qualified Teacher Status</li> </ul>	
PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS	<ul style="list-style-type: none"> <li>· An understanding of what constitutes quality and high standards in learning and teaching</li> <li>· Knowledge of inclusion and strategies for engaging all learners</li> <li>· Understanding of what constitutes appropriate and successful relationships with children</li> <li>- Ability to use a positive approach to promote learning and excellent behaviour</li> <li>· Knowledge of Child Protection</li> <li>- Understanding need for confidentiality</li> <li>· Have effective organisational skills</li> <li>· Have the ability to work well with parents and Carers</li> </ul>	<ul style="list-style-type: none"> <li>· Skills to support and nurture emotional development of children</li> <li>· Understanding of how the learning environment supports high standards</li> </ul>
SPECIFIC KNOWLEDGE, UNDERSTANDING AND SKILLS	<ul style="list-style-type: none"> <li>- Understanding how to teach and assess Reading using a variety of methods</li> <li>- Understanding how to teach and assess phonics effectively</li> <li>· Confident and competent user of ICT</li> </ul>	<ul style="list-style-type: none"> <li>- able to lead a subject area</li> </ul>
CURRICULUM	<ul style="list-style-type: none"> <li>· Knowledge of the National Curriculum and its assessment</li> <li>· Understanding of cross curricular learning and teaching</li> </ul>	<ul style="list-style-type: none"> <li>· Knowledge of how the curriculum supports the ethos and values of a school</li> </ul>

<p><b>PROFESSIONAL VALUES</b></p> <p>.</p>	<ul style="list-style-type: none"> <li>· Having high expectations</li> <li>· Belief that learning should be relevant and fun</li> <li>· Commitment to practical learning</li> <li>· Willingness to use variety of teaching strategies to engage all learners</li> <li>· Commitment to the personal welfare and safeguarding of children</li> <li>· Supportive of Church school ethos and values</li> </ul>	<ul style="list-style-type: none"> <li>· Support for an enriched curriculum through out of hours learning and educational visits</li> </ul>
<p><b>PERSONAL QUALITIES</b></p>	<ul style="list-style-type: none"> <li>· Passionate about Learning and Teaching</li> <li>· Displays warmth, care and sensitivity in dealing with children</li> <li>· Open minded, self evaluative and adaptable to changing circumstances and new ideas</li> <li>· Able to enthuse and reflect upon experience</li> <li>· Ability to work flexibly</li> <li>· Ability to prioritise</li> <li>· Good interpersonal / communication skills</li> <li>· Ability to maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence</li> </ul>	<ul style="list-style-type: none"> <li>· Willingness to be involved in the wider life of the school</li> <li>· Bring personal interests and enthusiasms to the school community</li> </ul>

Above all, you need to like children, to want the very best for them and be prepared to put their needs first. You recognise the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum.