



*Achieving Excellence*

## CLASS TEACHER – IVINGSWOOD ACADEMY

Range: MPS

Required September 2021

### JOB DESCRIPTION

Responsibilities:	<ul style="list-style-type: none"> <li>• To plan and teach a broad, balanced, relevant and differentiated curriculum to a class (or classes where appropriate)</li> <li>• To provide a supportive learning environment which stimulates learning</li> <li>• To direct the activities of support staff or helpers in their work with pupils</li> <li>• To monitor and support the development of pupils</li> <li>• To contribute to the identification of, and provision for, pupils with additional needs</li> <li>• To contribute to raising standards of pupil achievement</li> <li>• To provide and monitor opportunities for personal and academic growth</li> <li>• To provide high quality feedback to pupils and set homework as appropriate</li> <li>• To contribute to the school’s development plan and its implementation</li> </ul>
Reporting to:	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>
Liaising with:	Headteacher/Deputy Head/Assistant Heads/teaching and support staff/external agencies/parents
Disclosure level:	Enhanced
<b>MAIN (CORE DUTIES)</b>	
Curriculum:	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development in order to improve the quality of teaching and learning</li> <li>• To assist the SLT in ensuring that each key stage provides a range of teaching which complements the school’s strategic objectives</li> </ul>

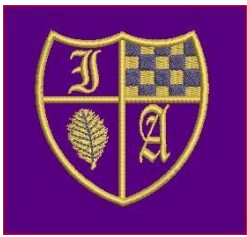
Executive Headteacher: Annmarie McNaney BA Company Registration Number 07697482

Red Kite Schools Trust, White Hill, Chesham, Bucks, HP5 1BA

T: 01494 218110 E: [office@redkiteschoolstrust.org](mailto:office@redkiteschoolstrust.org) [www.redkiteschoolstrust.org](http://www.redkiteschoolstrust.org)

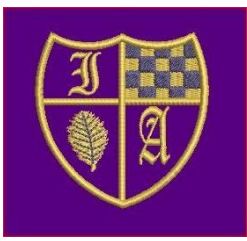


	<ul style="list-style-type: none"><li>• To assist in the development and use of appropriate schemes of work, resources, policies and teaching strategies</li></ul>
Staffing:	<ul style="list-style-type: none"><li>• To take an active part in the school's CPD programme</li><li>• To engage fully in the Performance Management process</li><li>• To work as a member of a team and contribute positively to effective working relations within school</li><li>• To keep up-to-date with statutory Child Protection training</li><li>• To keep up- to date with current pedagogy and educational initiatives</li></ul>
Quality assurance:	<ul style="list-style-type: none"><li>• To help to implement the school's quality assurance and monitoring procedures</li><li>• To review, as required, teaching methods and schemes of work</li></ul>
Management:	<ul style="list-style-type: none"><li>• To maintain records</li><li>• To provide relevant and up-to-date information on pupils</li><li>• To contribute to tracking data regarding pupil progress</li><li>• To use data to inform teaching and learning</li></ul>
Communication:	<ul style="list-style-type: none"><li>• To communicate effectively and regularly with parents, as per the school's expectations</li><li>• To work with external agencies as appropriate</li><li>• To follow agreed policies regarding communication in school</li></ul>
Resources:	<ul style="list-style-type: none"><li>• To identify resource needs</li><li>• To ensure that the use of resources is effective and of benefit to the school and pupils</li></ul>
Pastoral Duties:	<ul style="list-style-type: none"><li>• To promote the general progress and well-being of all students</li><li>• To follow the protocols and policies regarding the pastoral care of pupils</li><li>• To encourage full and active participation in all aspects of school life</li><li>• To apply the school's behaviour management and attendance policies and systems</li><li>• To contribute to the preparation of action plans and risk assessments for individual pupils</li><li>• To maintain high standards of conduct by using appropriate rewards and sanctions, thus contributing to a safe, secure and supportive environment</li></ul>
Teaching:	<ul style="list-style-type: none"><li>• To plan and teach high quality lessons</li><li>• To use a variety of teaching methods designed to stimulate learning</li><li>• To plan and teach lessons which meet internal and external quality standards</li></ul>



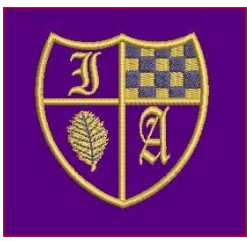
	<ul style="list-style-type: none"><li>• To maintain good discipline and use a variety of behaviour management strategies, promoting active participation in learning</li><li>• To prepare and update high quality teaching materials which reflect current practice</li><li>• To undertake formal assessment of pupils, in line with statutory testing or the school's own procedures</li><li>• To assess, record and report on the attendance, progress, development and attainment of pupils</li><li>• To mark, level /grade and give high quality diagnostic feedback to pupils</li></ul>
<b>Other specific duties:</b>	
<ul style="list-style-type: none"><li>• To prioritise the safety and wellbeing of pupils at all times</li><li>• Work within and promote Trust and school policies, including those for child protection, safeguarding and health &amp; safety</li><li>• To meet all Professional Teachers' Standards</li><li>• To play a full and active role in the life of the school</li><li>• To support the school in its mission and ethos</li><li>• To support the school in meeting its requirements for assemblies</li><li>• To undertake any other duty as specified by the Headteacher</li></ul>	





## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Training/Experience	Qualifications/Training/Experience
<ul style="list-style-type: none"> <li>• Educated to Degree level</li> <li>• Qualified Teacher Status</li> <li>• Experience of teaching in either Key Stage One or Key Stage Two</li> <li>• Experience as a team member.</li> <li>• Continued professional development with recent, relevant in-service training.</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualifications</li> <li>• Experience of teaching across the primary age range</li> <li>• Experience of leading colleagues in curricular development</li> </ul>
Classroom Practice	Classroom Practice
<ul style="list-style-type: none"> <li>• To be able to plan and deliver high quality lessons and effective teaching over time</li> <li>• An understanding of how children learn and how individual needs may be assessed and met, including by differentiation and through a variety of teaching approaches</li> <li>• An understanding of how to use formative assessment approaches to enable learning and good progress</li> <li>• An understanding of how to raise standards and a determination to do so</li> <li>• The knowledge and ability to teach a broad, balanced curriculum</li> <li>• To be able to establish and maintain high standards of pupil conduct, through the judicious use of praise, rewards and sanctions</li> </ul>	<ul style="list-style-type: none"> <li>• A track record of raising standards.</li> <li>• Experience of planning targeted intervention to support individuals or groups of pupils</li> </ul>
Personal Qualities and Skills	
<ul style="list-style-type: none"> <li>• Empathy for children, patience and understanding.</li> <li>• A strong commitment to children’s learning, happiness and safety.</li> <li>• Enjoys working in an ever-changing environment and can be flexible, patient and caring.</li> <li>• Committed to ongoing professional development.</li> <li>• Able to manage time effectively.</li> <li>• Possesses excellent written and verbal communication skills and the ability to provide accurate and informative verbal and/or written feedback for parents/carers and external agencies</li> <li>• Is friendly, approachable and professional with a good sense of humour.</li> </ul>	



## Making an application

The purpose of the selection process is to assess your suitability for the post and give both you and the panel an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

### How to apply

To apply for this position, you will need to complete an application form, which can be downloaded from our website.

Completed applications should be sent to Clare Harvell, HR Manager  
[Recruitment@redkiteschoolstrust.org](mailto:Recruitment@redkiteschoolstrust.org)

**Please note that only fully completed application forms, with accompanying covering letter will be considered. CVs will not be included in the shortlisting process.**

### Shortlisting

**Applications will be assessed based on the information provided on the application form:** only those best fulfilling the criteria for the role and the person specification will be shortlisted.

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

### Interview

Shortlisted candidates will be interviewed initially by a member of the senior team.

Candidates may also be given a tour of the school where appropriate and if possible. There will be a chance to meet members of the school staff.

The interview will also include a lesson sample for teachers or administration task for support staff.

Selected candidates will then be formally interviewed by the Headteacher or other members of the management team.