

Job Description



Central Schools Trust

Comprising Balsall Common Primary School Academy
& Damson Wood Nursery & Infant School Academy

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Central Schools Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Teacher (EYFS, KS1 or KS2)	Post No	
Multi Academy Trust	Central Schools Trust (CST) comprising Balsall Common Primary School Academy and Damson Wood Infant School Academy		
Salary Band/Range	M1 – UPS3		
Responsible to	Headteacher		
Location	Balsall Common Primary School		
DBS Check	Enhanced		
Special conditions	Teachers' Pay and Conditions		

1. Job Purpose

- To provide a high quality educational experience for all children.

2. Key Responsibilities

2.1	Main Duties
	To carry out the duties of a school teacher as set out in the 'School Teachers Pay and Conditions' Document and listed in the Teachers' Standards.
2.2	Knowledge and Understanding
	<ul style="list-style-type: none">Have knowledge of and keep up to date with the curriculum guidance for the EYFS, KS1 & KS2 National Curriculum.Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.Select and make good use of ICT for teaching and learning.Be familiar with the school's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection Policies.Understand and know how national, local comparative and school data, including National curriculum test data, can be used to set clear targets for pupil's achievement.

	2.3 Safeguarding
	CST is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	2.4 Planning, teaching and class management
	<ul style="list-style-type: none"> ▪ Plan and deliver in relation to the EYFS, KS1 & KS2 National Curriculum, with regard for the school's aim statement, own policies and schemes of work, the teaching programme for all children within the class. ▪ Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge. Provide children with stimulating learning and play experiences that extends learning. ▪ Make effective use of assessment information on pupils' attainment and progress and in planning future lessons. ▪ Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met. ▪ Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident. ▪ Use a variety of teaching and learning styles to keep all pupils engaged. ▪ Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs. ▪ Evaluate own teaching critically to improve effectiveness.
	2.5 Monitoring, assessment, recording and reporting
	<ul style="list-style-type: none"> ▪ Assess and record each pupil's progress systematically with reference to the school's current practice, including the social progress of each child and use the results to inform planning to ensure progress. ▪ Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress ▪ Communicate effectively with parents and provide reports on individual progress to the Headteacher and parents as required
	2.6 Health & Safety
	<p>Health and safety laws require all employees to help the school maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the school, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented daily.</p> <p>All duties and responsibilities must be carried out in line with the Trust's Health and Safety Policy and any local safety procedures.</p>
	2.7 Information Management
	As an employee of the school, the post holder will be expected to manage information in accordance with Trust's policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.

2.8	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

3. Subject Leader Responsibilities

3.1	Strategic direction and development of the subject
	<ul style="list-style-type: none"> ▪ Develop, promote and ensure implementation of whole-school policies in conjunction with the Headteacher. ▪ Use national, local and school management data effectively, to monitor standards of achievement across the school in [subject]. ▪ Produce short, medium and long-term plans to develop in relation to: <ul style="list-style-type: none"> - resources - staff professional development requirements - the aims of the school, and its policies and practices - targets for realistic but challenging improvements <p>Monitor the progress made towards achieving plans and targets and use this information to plan future developments.</p>
3.2	Teaching and learning
	<ul style="list-style-type: none"> ▪ Plan for, and monitor coverage, continuity and progression in [subject] throughout the school ▪ Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to children ▪ Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils ▪ Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with Trust policy ▪ Evaluate the teaching of the subject in school, use this analysis to identify effective practice and areas for improvement and in conjunction with the Headteacher, take action to improve further the quality of teaching in the subject
3.3	Efficient and effective deployment of staff and resources
	<ul style="list-style-type: none"> ▪ Lead professional development of staff through example and support ▪ Establish resource and staff requirements for the subjects and inform the Headteacher of costs and priorities. ▪ Ensure the effective and efficient management of learning resources for the subject ▪ Encourage high quality displays in classrooms, and offer advice where necessary ▪ Ensure a stimulating but safe working environment in which risks are regularly assessed.

4. Other Conditions

4.1	Equal Opportunities
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

	4.2	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust and school therefore retains the right to amend job descriptions to reflect changing requirements.
	4.3	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify professional development. needs.