Riversdale Primary School

Job Description Post Title: Cover / PPA Art Teacher. Full-time

Grade: MPS

Responsible to: Headteacher and SLT

Main Activities and Responsibilities

Core Purpose

1. To ensure high quality education for all pupils in different classes allowing PPA time for staff members, for management duties and staff development. To carry out the professional duties of a teacher as set out in the current edition of the School Teacher’s Pay and Conditions Document. To ensure that all teacher standards are met to a high standard.

2. Knowledge and Understanding

♦ Understand the structure and balance of the National Curriculum, RE and other associated areas such as National Literacy and Numeracy Strategies, PSHE and Citizenship.

♦ Have detailed knowledge and understanding of the programmes of study and level descriptors with particular emphasis on the core subjects

♦ Are familiar with the Code of Practice on the identification and assessment of special educational needs and implement and keep records on individual education plans for pupils as necessary.

♦ Broadly understand the requirements and progression for children through the primary phase including Key Stages other than where you are teaching; from Foundation Stage to KS1 to KS2 .

♦ Use recent monitoring and inspection evidence as well as personal reflection/training to develop good quality teaching.

♦ Be familiar with health and safety issues, including subject specific, child protection procedures and positive behaviour management plans.

3. Planning, Teaching and Class Management

♦ Be able to work with children across the primary age range

♦ Plan teaching to achieve progression in pupils learning

♦ Identifying clear learning objectives specifying how they will be taught and assessed and ensuring the best use of teaching time

♦ Settings tasks for the whole class, groups and individuals which challenge pupils.

♦ Use a variety of teaching strategies and ensure high levels of pupil engagement

JD & PS Cover & PPA Teacher

♦ Providing clear structure for lessons, maintaining pace, challenge and high pupil engagement

♦ Make effective use of assessment information

♦ Plan opportunities to contribute to pupil’s personal spiritual, moral, social and cultural development.

♦ Set high expectations for pupil’s behaviour and follow school’s behaviour policy.

♦ Establish a safe, supportive and stimulating learning environment.

♦ Use a range of teaching methods to sustain the momentum of pupils work and engage all pupils. ♦ Ensuring that the curriculum is differentiated so that tasks and activities are matched to the ability of the children, allowing them to make good progress.

♦ To understand and follow the schools behaviour policy at all times.

4. Monitoring, assessment, recording, reporting and accountability

♦ Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching

♦ Mark and monitor work providing constructive feedback and set targets for pupil’s progress

♦ Assess and record each pupil’s progress systematically and use records to ensure that pupils make good or better progress

• Check that pupils have understood and completed work set

• Monitor strengths and weaknesses

• Inform planning

• Ensure that children continue to make good or better progress

♦ Write reports as required by statutory requirements

♦ Ensuring careful and ongoing assessment of the pupils’ learning to inform further planning and to secure rapid and good progression

5. Other professional requirements

♦ Establish effective working relationships with professional colleagues

♦ Set a good example to the pupils through your presentation, personal and professional conduct

♦ Take responsibility for your own professional development, including knowledge of school policies and procedures

♦ Liaise effectively with parents and carers and other agencies

♦ Are aware of the role and purpose of the school governing body

♦ Contribute to the whole school ethos by taking a leading role in a curriculum area

♦ Contributing and co-operation with other staff and professional agencies as appropriate to the needs of the children

♦ Being a team player and joining in whole school activities

♦ To take responsibility for a curriculum area within the school. It is our expectation at Garfield that all teachers (with the exception of NQT’s) take on a whole school area of responsibility.

♦ Undertake other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

6. Key Organisational Objectives

The Post holder will contribute to the school’s objectives in service delivery by:

♦ Enactment of Health and Safety requirements and initiatives as directed

♦ Ensuring compliance with Data Protection legislation

♦ At all times operating within the school’s Equal Opportunities framework

♦ Commitment and contribution to improving standard for pupils as appropriate

♦ Acknowledging Customer Care and Quality Initiatives

♦ Contributing to the maintenance of a caring and stimulating environment for pupils

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Conditions of Service Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

8. Equal Opportunity

The Post holder will be expected to carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in this job description. This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

March 2018

Essential /Desirable Qualifications

Educated to degree level

Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS

Experience Must have taught in either Foundation Stage/Key Stage 1/Key Stage 2

Will have had experience of teaching in a multicultural inner city environment

Successful completion of NQT year & must have two years of teaching experience

Professional Knowledge and Understanding

Must understand the expectations in the new Ofsted Framework regarding effective learning and teaching

Must have a sound knowledge of the National Curriculum for all subjects for both Key Stages

An excellent understanding of curriculum and pedagogical issues relating to learning and teaching, including the latest inspection and research findings

Familiarity with KS1 and 2 Standardised Attainment Tests

Understanding of and commitment to the school policies, in particular:

• Participation and implementation of the School Behaviour Policy

• Awareness of Health and Safety implementation in the work place

• Implementation of the school Equal Opportunities Policy

Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils and narrow the gap

Professional Skills and Abilities

Be able to meet the new Teacher Standards (September 2012) and maintain them

A good classroom practitioner (striving to be outstanding) willing and able to teach a class in any phase

A teacher with good ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching

Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions and differentiated tasks

Must be able to keep records of pupil progress in line with school policy

Must be able to use assessments of pupils learning to inform future planning

Ability to plan and work collaboratively with colleagues

Be flexible and adaptable

**Able to offer an area of specialism e.g. Art.**