



Head of School: Mr C Rickard
Holbeton Primary School,
Holbeton, Devon, PL8 1LT
Tel: 01752 830317
Mobile: 07519175617
Email: admin@holbeton.devon.sch.uk
www.holbeton.devon.sch.uk



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	KS1 Class teacher 0.4 FTE
Location:	Holbeton Primary School
Grade:	MPS1 – MPS3
Hours:	0.4 FTE
Reports to:	Headteacher

Job Purpose

To be responsible for establishing relationships with all children in the class, in order to develop each child's ability to achieve in all aspects of school life.

To uphold the school's ethos, aims and vision in order to develop all pupils as independent and successful learners; to develop lively, enquiring minds which constantly seek to investigate deeper; to promote being active members in the local community.

Duties and Responsibilities

- To promote the well-being, emotional, social aesthetic and intellectual development and progress of each child in the class by:
teaching effectively and meeting the varied and special needs of the pupils, and providing a suitable environment for these to take place.
 - Planning and preparing lessons in line with the school's long and short term planning and in accordance with the school's objectives and National Curriculum requirements. Attending regular meetings for a combination of planning and development of practice in addition to general administration.
 - To support the policies and objectives set by the Headteacher/Governors and the agreed School Improvement Plan.
 - Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere and keeping the marking up-to-date and regular in line with school policy.
 - To analyse data, assess, record and report on the development, progress and attainment of pupils; to the pupils, parents and staff (where applicable) and inform governors of progress where applicable.
- To organise class activities on the basis of accepted school practice as in the curriculum guidelines. To observe and be aware of children who may have social, physical, or other emotional/learning needs, to alert the Headteacher so that appropriate medical or psychological staff may be contacted, and to provide reports on these children when required.



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- (b) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
 - (c) To compile files to enable records and evidence to be collated with regard to:
Planning and assessment;
Special needs and identified groups.
 - (d) Making records of and reports on the personal and social needs of pupils.
Participating in arrangements for summative and formative assessment of the pupils within his/her care agreed by the school.
3. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
4.
 - (a) Participating in arrangements made for performance management.
 - (b) To work harmoniously with all members of staff and to undertake an appropriate share of collective responsibilities including participating in and contributing to:
team planning;
self-evaluation;
in-service training;
professional development;
assessment and reporting of children's progress.
5.
 - (a) To share expertise and to accept help and advice from other staff with special skills.
 - (b) Reviewing from time to time his/her methods of teaching and programmes of work. According to self-assessment of skills, performance management, staff development plan and knowledge of learning styles within the classroom.
 - (c) Participating in arrangements for his/her further training and professional development as a teacher and keeping up-to-date with current thinking in teaching and learning and applying within the framework of the staff development plan and the needs within the classroom.
6. Advising and co-operating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements. Taking the lead for an agreed area of the curriculum or area of the school's work as agreed with the Headteacher.
7. Maintaining good order and discipline among the pupils and safeguarding 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 in accordance with the school's Behaviour Policy.
8. Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements and the requirements of the teaching and learning within the school.



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9. Engaging fully in school life including parent and teacher associations and the provision of extra-curricular clubs.
10. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
11. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
12. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
13. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

This is not an exhaustive list of duties.



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PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Qualified Teacher Status	E	✓	
Evidence of CPD and commitment to further professional development	D	✓	
Experience:			
Teaching experience across Key Stage 1	E	✓	
Experience of planning and managing the work of TAs	E	✓	✓
Experience of working effectively in a team	E	✓	✓
Working in partnership with parents	D	✓	
Knowledge, Skills and Abilities:			
Build high quality, appropriate and successful relationships with children and stakeholders	E	✓	✓
Have knowledge of the statutory requirements of the National Curriculum	E	✓	✓
Use creative approaches to teaching and learning	E	✓	✓
Knowledge of forest schools and using the outdoor learning environment	D	✓	
Developing links between schools and the community	D	✓	✓
Personal Characteristics:			
Good interpersonal skills	E	✓	✓
Willingness to work as part of a team	E	✓	✓
A good sense of humour	E	✓	✓



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