



JOB DESCRIPTION & JOB SPECIFICATION

KEY STAGE 2 CLASS TEACHER

We are looking for an experienced teacher who will make an impact on the outcomes for our children. We need a KS2 class teacher and are looking to find the right candidate who will fit into our dedicated team.

The successful candidate will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. Only applications submitted on the academy's application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.

Park Junior Academy is committed to the protection and safety of its pupils

JOB DESCRIPTION – KS2 TEACHER

Position: Teacher KS2

Reports to: Leadership Team

Scale: Teachers Pay Scale

Salary: Salary negotiable dependant on qualifications and experience

MAIN ACTIVITIES

The following should be read in conjunction with the Teachers/ Pay and conditions of Service document in which the professional duties of a teacher are outlined.

- Teach a class in a year group suited to your interests and experience and to the needs of the academy.
- Work within a philosophical framework that supports and enhances the ethos and climate of the academy as stated within the jointly agreed aims.
- Teach within and have a good knowledge of academy curriculum guidelines and policies, making appropriate use of these in conjunction with statutory obligations, to provide a broad balanced relevant and differentiated curriculum for all children.
- Provide a learning environment where children are expected to act and think independently yet with concern for the needs of others.
- Use a variety of teaching styles appropriate to the learning situation that enhance and facilitate a learning environment.
- Maintain a tidy well-ordered, attractive and stimulating learning environment where children's work is displayed with care and sensitively, placing value on individual effort as well as the final product.
- Liaise with other teachers in the year group, key stage and other key stages as appropriate to the age of the class, in planning, delivering, evaluating, assessing and recording each area of the curriculum.
- Understand the further duties and responsibilities associated with the role of class teacher. This includes fostering a welcoming and caring ethos that values the contribution and achievements of all members of the academy community, encouraging a high standard of behaviour among all pupils, leading assemblies, participating in staff meetings and discussions with parents and governors. To contribute to displays in public areas and share in the general duties and administration of the academy.
- Participate in the performance management process when applicable.
- Implement all collegiate decisions thereby maintaining a professional image that shows loyalty to the academy, through a consistent approach.

Personal Professional Development

- Work closely with academy based and county mentors, to ensure individual needs are met and to attend regular meetings.
- Ensure that teaching methods and practice are reviewed.
- Take part in in-service training and take steps to ensure your own professional development plan is implemented.

Professional Development

- To keep abreast of national and local initiatives through personal reading and attendance at courses and to share relevant information with staff.

Resources

- To advise the Headteacher on the purchase of books, equipment and materials based on knowledge of available resources and of current stock in the academy.
- To manage any budget allocation for the area of responsibility
- To maintain an oversight of the use and storage of relevant equipment and materials, in order to ensure ease of access and effective use.

The specifications of the 195 days and 1265 hours will be the subject of separate statements by the L.E.A. and the Headteacher respectively.

This job description is not intended to be exhaustive, you are encouraged to use your initiative, to develop your interests and strengths and make the most of your appointment.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers Pay and Conditions and academy conditions.

SPECIAL CONDITIONS OF SERVICE

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the attached guidance.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

Important Information for Applicants of all vacancies

If you would like to visit the academy, please contact jane.berwick@kpja.inmat.org.uk

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment. Please be aware that the job description contains the full range of responsibilities of the role.

Person Specification

This specification sets out the criteria will be used to shortlist candidates for interview and during the interview process.

Applying

If you decide to apply for this post would you please complete the attached application form. Your formal letter of application (supporting statement) should be **no longer** than 3 sides of A4 and should address the selection criteria detailed in the Person Specification. Please do not attach supplementary information. Please return your completed application by post, email or hand delivered to:

Ann Walker
Headteacher
Wood Street
Kettering
NN16 9SE

We hope you find this information useful. Should you have any further queries, please do not hesitate to contact Jane Berwick, Academy Administrator, on 01536 411208 or email jane.berwick@kpja.inmat.org.uk