



Stone

Church of England Combined School

Headteacher: Deborah Morrison B.Ed.Hons Oxon

Stone Church of England Combined School

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Building stepping stones to success



Job description: Newly Qualified Class Teacher

An NQT will teach 80% of the week. This post receives an additional 10% of the teaching timetable as PPA time and 10% as NQT time.

Purpose of the role:

- To meet the 'NQT Teacher Standards' and participate positively in the NQT training, support and appraisal provided
- To work in close partnership with the Headteacher, Deputy, Staff, Governors, Parents and External Agencies following agreed whole school policies
- To promote the aims and objectives of the school and maintain our school vision and values
- To ensure the highest possible quality of education, range of educational opportunities and standards of attainment which provides equality of opportunity for all
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To carry out professional duties and to have responsibility for an assigned class.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities

Please note: The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and in conjunction with the DFE's Teacher's Standards Document.

Main Duties and Responsibilities;

- To uphold the Christian vision of our school, actively promote our school values and promote positive behaviour
- To model high expectations and professionalism at all times, enabling our whole school learning culture.
- To fully engage with our School Improvement Priorities and develop own practice in accordance with this.
- To provide a nurturing classroom and school environment which supports children to flourish, and develop as well rounded individuals.

"I can do all things through Him who strengthens me" Philippians 4:3



- Develop habits of excellence in ourselves and our pupils through implementation of Stone's routines and emphasis on high expectations in all we do.
- To contribute to the effective working of the school and adhere to school policies.

Teaching and Learning;

- Develop and maintain high expectations of routines, behaviour and attainment for your classroom and the wider school.
- To design and deliver an engaging, broad and challenging curriculum (in line with the EYFS/National Curriculum and the school's schemes of work) that inspires children to appreciate the range of subjects and their application; and to promote a 'passion for learning'.
- Submit a plan of work on a termly/half termly basis and in addition to provide weekly plans evaluating as appropriate
- Teach engaging and effective lessons that motivate, inspire and develop pupils' knowledge and character strengths.
- To have consistently high expectations of what pupils can achieve, including most able and disadvantaged children
- Ensure that all students achieve at least age related expectations or, if below, make significant and continuing progress towards achieving at age related expectations.
- Be committed to helping pupils acquire a deep and broad knowledge base, together with a range of character virtues.
- Create a well-organised, tidy and high quality classroom learning environment which is well-matched to the children's needs – ensure all displays are of the highest standard and in line with the schools policy.
- Enrich the curriculum with regular school trips and visits that reinforce learning.
- Direct and supervise support staff and, when required, participate in related recruitment, training and selection activities.

Monitoring, Assessment, Recording and Reporting

- Use formative assessments strategies effectively to challenge, set targets for students, monitor student progress and respond accordingly to the results of such monitoring.
- Produce or contribute to oral and written assessments and reports relating to individuals and groups of pupils.
- Maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress in line with school guideline.
- Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications.
- Prepare Interim and Annual reports for parents to communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To prepare appropriate records for the transfer of pupils.

Curriculum Development

- To participate in staff meetings as required.
- To contribute to the development and co-ordination of the curriculum
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

- To ensure that school policies are reflected in daily practice.

Whole School;

- Role model Stone’s core values at all times.
- Support the school’s values and vision by contributing to the development and implementation of policies, practices and procedures.
- Help create a strong school community, characterised by excellent behaviour and caring, respectful relationships.
- Assist with the development of a culture and ethos that is utterly committed to high academic achievement, excellent progress and the development of good character.
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

Other Considerations

- Take part positively in the NQT appraisal process
- Attend relevant courses and training days to develop experience and broaden awareness, expertise and skills
- Undertake other various responsibilities as directed by the line manager, Senior Leadership team or Headteacher.
- Implement and adhere to Stone’s behaviour and safeguarding policies, ensuring the health and well-being of pupils is maintained at all times and is of primary importance.
- Report any child protection concerns immediately, in accordance with school procedures.
- Ensure confidentiality is maintained at all times
- Promote a positive image of the school within the local community
- have a working knowledge of teachers' professional duties and legal liabilities;
- maintain all NQT paperwork and records;
- operate at all times within the stated policies and practices of the school;

Safeguarding Children

We are a Safeguarding School, you are required to implement and adhere to Stone’s behaviour and safeguarding policies, ensuring the safety, health and well-being of pupils is maintained at all times and is of primary importance.

This job description may be subject to amendment or modification at any time after consultation with the post holder, and will be reviewed annually. It is not a comprehensive statement of procedures and tasks; it is intended to set out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Signed: Teacher

Date:

..... Headteacher

Date: