

Teacher

**EYFS – Full Time Temporary
Maternity Cover for 1 year
Starting September 2024
Main Pay Scale**

Information for Applicants' Pack

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METHOD OF APPLICATION

1. Completed application form (no CV)
2. Statement in support of your application
 - maximum of two sides of A4
 - supporting statement to focus on:
 - candidate's previous experience which will help in successfully meeting the requirements of this post
 - essential skills and personal qualities identified in the person specification
3. Enquiries to: Mrs Clare Hayes, Head Teacher or
Mrs Fiona Turner, Deputy Head teacher
on 0114 2344329
4. Applications returned to:

The Head Teacher
Marlcliffe Primary School
Marlcliffe Road
Sheffield
S6 4AJ
5. Closing date: Friday 10th May 2024
Interview date: Thursday 23rd May 2024



CITY of SHEFFIELD

JOB DESCRIPTION

**CHILDREN AND
YOUNG PEOPLE'S
DIRECTORATE**

This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL

MARLCLIFFE PRIMARY SCHOOL

POST TITLE

CLASS TEACHER

GRADE

MAIN PAY SCALE

RESPONSIBLE TO

HEADTEACHER / DEPUTY HEADTEACHER

RESPONSIBLE FOR

**HOLIDAY AND
SICKNESS RELIEF**

PURPOSE OF JOB

- TO TEACH DESIGNATED PUPILS AND UNDERTAKE ASSOCIATED PASTORAL AND ADMINISTRATIVE DUTIES AS WELL AS OTHER GENERAL RESPONSIBILITIES, HAVING FULL REGARD FOR THE SCHOOL'S ETHOS, AIMS AND POLICIES
- TO UNDERTAKE TASKS RELATED TO THE DEVELOPMENT OF A CURRICULUM AREA

JOB DESCRIPTION FOR POST OF:- CLASS TEACHER

SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process

Particular Responsibilities

- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school

Key Tasks

Class Teacher Tasks:

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy

- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

Footnotes:

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school. Trade Union representation will be welcomed in any such consultations.

ISSUE DATE: JULY 2004

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MARLCLIFFE COMMUNITY PRIMARY SCHOOL

PERSON SPECIFICATION : CLASS TEACHER EYFS

Essential Requirements	Method of assessment
<u>Qualifications</u> <ul style="list-style-type: none"> ♦ Qualified Teacher status ♦ Evidence of participation in relevant professional development 	<p>Application Form</p> <p>Application Form</p>
<u>Experience</u> <ul style="list-style-type: none"> ♦ Successful teaching experience in a primary school EYFS setting 	<p>Application Form/References</p>
<u>Knowledge and understanding</u> <ul style="list-style-type: none"> ♦ Knowledge and understanding of the Foundation Stage Curriculum and how it links with Key Stage 1 ♦ Secure knowledge of the teaching of phonics and early reading and experience of delivery ♦ Understands and is familiar with a range of teaching and learning strategies, including how to adapt them to personalise the learning experience for all children 	<p>Application Form/Interview/References</p> <p>Application Form/Interview/References</p> <p>Application Form/Interview/References</p>
<u>Skills/Abilities</u> <ul style="list-style-type: none"> ♦ Can plan and teach challenging, well organised lessons that ensure sustained progress for all pupils ♦ Is an excellent, innovative classroom practitioner with a positive attitude ♦ Has excellent communication skills and the ability to work as part of a team ♦ Take account of prior learning and attainment to effectively inform future planning ♦ Make effective use of a range of assessment and monitoring strategies to set challenging learning objectives and raise standards ♦ Good classroom management techniques ♦ Evidence of a commitment to an equal opportunities policy ♦ Have good behaviour management strategies 	<p>Application Form/assessment process/Interview/References</p> <p>Application Form/ assessment process/Interview/References</p> <p>Application Form/Interview/References</p> <p>Interview/References</p> <p>Application Form/Interview/References</p> <p>Interview/assessment process/References</p> <p>Application Form/Interview/References</p> <p>Application Form/interview/Assessment Process</p>

<p><u>Professional Attributes</u></p> <ul style="list-style-type: none"> ◆ Enthusiastic and highly-motivated ◆ Commitment to ongoing professional development ◆ Have high expectations of children to help them achieve their full educational potential ◆ A commitment to providing high quality and creative learning opportunities for all children 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/Assessment Process Interview</p> <p>Application Form/interview</p>
<p><u>Communicating and working with others</u></p> <ul style="list-style-type: none"> ◆ Good written and oral communication skills ◆ Good presentational and ICT skills ◆ Ability to communicate effectively with learners, colleagues, parents and carers ◆ Have a commitment to collaboration and team working with colleagues 	<p>Application Form/ Assessment Process/ Interview</p> <p>Assessment Process/ Interview</p> <p>Application Form/Assessment Process/ Interview</p> <p>Application form/ interview</p>