

**BARNES PRIMARY SCHOOL**  
**Part Time (0.4) Teacher**  
**Short term contract 19<sup>th</sup> February 2024 – 24<sup>th</sup> May 2024**  
**Job Description**

**Purpose of the post**

- To cover classes, from Nursery to Year 6, as directed by the Headteacher or Deputy Headteacher.
- To ensure high quality learning experience and secure high academic attainment through effective teaching.
- To support and contribute to the school's responsibility for safeguarding children.
- To contribute positively to effective working relationships within the school.

**Responsibilities**

**A) Planning learning**

1. Plan learning activities, both individually and in conjunction with class teachers, that achieve good progression in pupils' understanding by:
  - identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught
  - setting tasks for whole-class, individual and group work, including home learning, which challenge pupils and ensure high levels of interest and enthusiasm
  - establishing appropriate and demanding expectations for the presentation of pupils' work
  - setting clear targets for pupils' learning that build on prior attainment
  - identifying pupils who: have special educational needs; are high attainers; or are not yet fluent in English
  - ensure that learning is appropriately differentiated so that the learning is appropriately pitched and all pupils are challenged at their current level of understanding.
2. Provide structures for lessons - and for sequences of lessons – that maintain pace, motivation and challenge for pupils.
3. Make effective use of assessment information on pupils' attainment and progress when teaching and in planning future lessons.
4. Plan opportunities to develop pupils' spiritual, moral, social and cultural development.

**B) Teaching and classroom management**

6. Ensure effective teaching of the whole class, and of groups and individuals within the whole-class setting, so that learning objectives are met and pupils' learning time is used efficiently.
7. Establish and maintain a purposeful learning atmosphere.
8. Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
9. Establish a safe and secure learning environment which promotes pupils' confidence.
10. Use teaching methods which capture pupils' interest and maintain their engagement through:
  - setting the highest expectations for all pupils
  - clearly establishing a purpose for learning: placing it within a context
  - ensuring that lessons are conducted at a healthy pace
  - effective questioning that includes open and closed questions, together with the use of probing supplementary questions
  - providing frequent opportunities for pupils to learn through talk and interaction
  - stimulating intellectual curiosity and communicating enthusiasm for the subject being taught
  - matching the teaching approaches used to the subject matter and the pupils being taught

- structuring information well, including outlining content and aims, signaling transitions and summarising key points at different times within the lesson
  - using appropriate subject-specific vocabulary and well-chosen illustrations and examples
  - clear instruction, effective modelling and accurate explanation
  - careful attention to pupils' errors and misconceptions and helping to remedy them
  - listening carefully to pupils, analysing their responses and responding constructively in order to take their learning forward
  - selecting and making good use of ICT and other learning resources which enable learning objectives to be met
  - providing opportunities for pupils to consolidate their knowledge through setting well focused home learning tasks, to reinforce and develop what has been learned
  - exploiting opportunities to develop the individual and collaborative study skills needed for effective learning, including information retrieval from the Internet, libraries and texts
  - providing opportunities to develop pupils' wider understanding by relating their learning to 'real life' and work-related examples.
11. Be familiar with the Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code, create and review Individual Education Plans for pupils at School Action and School Action Plus.
  12. Evaluate your own teaching critically and use this to improve your effectiveness.

### **C) Monitoring, assessment, recording, reporting and accountability**

13. Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.
14. Mark and monitor pupils' assigned classwork and home learning, providing constructive oral or written feedback, and set targets for pupils' progress.
15. Assess and record each pupil's progress systematically and use these records to:
  - inform planning
  - monitor strengths and weaknesses and use the information gained as a basis for purposeful intervention in pupils' learning
  - check that pupils continue to make demonstrable progress in their acquisition of the knowledge, skills and understanding of the subject.
16. Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.
17. Understand the expected demands of pupils in relation to the National Curriculum level descriptors and the average attainment at different ages.
18. Recognise the level at which a pupil is achieving, and assess pupils consistently against attainment targets, where applicable, if necessary with guidance from an experienced teacher.
19. Use different kinds of assessment appropriately for different purposes.

### **D) Management and administration**

20. Participate in administrative and organisational tasks related to the responsibilities described above.
21. Participate, as required, in tasks relating to the curriculum, organisation and pastoral functions of the school.
22. Participate in any arrangements made by the school for performance management and continuing professional development.
23. Foster good relationships with parents/carers and the wider community. Present a positive image of the school to all other stakeholders.