

**Viewley Hill Academy**

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[www.viewleyhillacademy.co.uk](http://www.viewleyhillacademy.co.uk)

**Head Teacher:** Mrs K Barkley

**Viewley Hill Academy**

**Classroom Teacher Posts**

**Job details: Classroom Teachers required for both EYFS / KS1 and KS2**

**Grade:** MPS 1 to UPS 3

**Contract type:** Full Time Permanent Positions

**Start date:** September 2024

**Reporting to:** Headteacher

Viewley Hill Academy is looking to appoint 2 skilled, committed, enthusiastic and inspirational teachers to join our vibrant, successful and supportive team.

Successful applicants must:

- have a proven track record of teaching successfully with a positive impact on pupil progress;
- be passionate about pupils learning, progress and well-being and therefore be able to support our children to be the best learners and citizens they can be.
- have excellent classroom organisation and behaviour management skills;
- be passionate about the development of a dynamic and inspiring curriculum, being able to lead and motivate our children;
- have excellent teaching, interpersonal and communication skills;
- be committed to their own professional development;
- want to make a full contribution to the wider life of our school.

The appointed persons should be creative, forward thinking and be able to work well as part of a team as well as use their own initiative. They will deliver high quality learning experiences in a calm, purposeful and stimulating environment and will be committed to ensuring excellence for all.

We are very proud of our school and so we are looking to appoint teachers who will reflect our values, vision and ethos in all their interactions, and be positive role models and members of our school community.

Both main scale and upper pay scale staff are encouraged to apply for the advertised posts. For those at, or working towards UPS, we encourage you to share your areas of interest and expertise as part of your application.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Posts are subject to successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks, including an online and social media search, (KCSIE) will be undertaken before appointment is confirmed.

Both teaching posts will be based in Viewley Hill Academy however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

If this role appeals to you, you will find more detail below. Application information is also available on the school website.

Please return completed applications directly to the school at the above address, marked for the attention of Mrs Kate Barkley or via email to [office@viewleyhill.org.uk](mailto:office@viewleyhill.org.uk)

Visits to the school are encouraged. Should you wish to visit, please contact our Office Manager, Mr L Cody, to arrange an appointment.

**Closing Date: 12pm; Friday 10<sup>th</sup> May 2024**

**Shortlisting Date: Friday 10<sup>th</sup> May**

**Interview Date: Friday 17<sup>th</sup> May 2024**

## Job Description: Classroom Teacher

Post title:	Classroom Teacher
Salary:	MPS – UPS  (In addition to MPS standards, UPS appointed staff will hold a whole school responsibility. This may be negotiated as part of applicant’s interests / skill set)  Team Leader
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teachers or teaching assistants relevant to their responsibilities

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### **Main purpose of the job:**

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the academy

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### **Duties and responsibilities**

All teachers are required to carry out the duties of an academy teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the academy.

### **Teaching**

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils you teach
- Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; academically more able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the academy, which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions document*

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using academy systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the academy

### **Administration**

- Register the attendance of and supervise learners, before, during or after academy sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the academy or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

### **Other**

- To have professional regard for the ethos, policies and practices of the academy in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

### **Note**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

