

Viewley Hill Academy

Classroom Teacher: KS2



Pay Scale: MPS1 to MPS2 (£31,650 -£33,483)

Contract: Full Time – 1 year Fixed Term Contract

Required September 2025 – August 2026

www.viewleyhillacademy.co.uk

Telephone: 01642 591053 **Email:** office@viewleyhill.org.uk

Viewley Hill Academy is looking to appoint a skilled, committed, enthusiastic and inspirational teacher 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;

The appointed person 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 a teacher who will reflect our values, vision and ethos in all their interactions, and be positive role models and members of our school community.

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.

The teaching post 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.lingfieldtrust.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: 9am; Tuesday 1st July 2025

Shortlisting Date: Tuesday 1st July 2025

Interview Date: Friday 4th July 2025



JOB DESCRIPTION

POST:	Classroom Teacher
GRADE:	MPS
RESPONSIBLE TO:	Headteacher / KS2 Lead
STAFF MANAGED:	The postholder may be responsible for the deployment and supervision of the work of teachers or teaching assistants relevant to their responsibilities
JOB PURPOSE:	<p>Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document. This job description may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p> <p>To carry out such appropriate duties as may be reasonably directed by your Head Teacher, from those described in the School Teachers' Pay and Conditions Document or the equivalent provisions of successor documents.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	<p>Post holders working to this job description may undertake any of the following main duties and responsibilities.</p> <ul style="list-style-type: none"> • 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 <i>School Teachers Pay and Conditions Document and Teacher Standards</i> • Take responsibility for promoting and safeguarding the welfare of children and young people within the academy.
Teaching	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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 <i>School Teachers' Pay and Conditions Document</i>
Behaviour and Safety	<ul style="list-style-type: none"> • 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 <i>School Teachers' Pay and Conditions Document</i> • 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 & collaboration	<ul style="list-style-type: none"> • 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 <i>School Teachers' Pay and Conditions</i> document
Fufil wider professional responsibilities	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, 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
Lingfield Education Trust	<ul style="list-style-type: none"> • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.

	<p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> <p>The post will be based in Viewley Hill Academy however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.</p>
Date of Issue:	April 2025

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Class Teacher

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Qualifications & Professional Development</p> <ul style="list-style-type: none"> • Qualified Teachers Status (QTS) (AF,C) • Evidence of continuing professional development and associated impact (AF,I) 	<ul style="list-style-type: none"> • Positive Handling Training (AF,C) • First Aid Training (AF,C) • Trained in Little Wandle (AF,C) <p>An active interest in staff development and willing to fully participate (AF, I, R)</p>
<p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Strong working knowledge of the national curriculum (AF, I, R) • Clear understanding of current safeguarding legislation and a commitment to implementing these in school (AF, I, R) • Understand statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and EAL (AF, I, R) • A clear vision and understanding of the needs of primary pupils including special needs (AF, I, R) • Experience of working successfully and co-operatively as a member of a team in a school (AF, I, R) • Evidence of commitment to raising achievement (AF, I, R) • Evidence of commitment to developing the whole child (AF,I,R) • Experience of teaching within the primary phase; EYFS – Y6 (AF, I, R) • Experience in teaching phonics (AF, I, R) 	<ul style="list-style-type: none"> • Qualified class teaching experience across the primary age-range (AF, I, R) • Proven track record of positive impact on pupil academic and personal development (AF,I) • Experience of teaching within KS2 (AF,I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Personal Skills, Characteristics and Competencies</p> <ul style="list-style-type: none"> • A committed, enthusiastic and hardworking disposition (I,R) • Will promote the school's positive culture, values and ethos effectively • A caring and sensitive attitude towards all stakeholders (I,R) • High expectations of pupil's achievements (I) • Ability to form and maintain appropriate relationships and personal boundaries with children (AF, I, R) • Ability to create a safe, happy, challenging and effective learning environment • Ability to demonstrate an understanding of curriculum planning, delivery and assessment (AF,I,R) • Effectively implement procedures for managing and promoting positive behaviour amongst pupils • Make use of appropriate data/information to analyse the performance of pupils and set targets • Be able to build and sustain positive and effective working relationships with pupils, staff, governors, parents and the wider community (AF, I, R) • Excellent organisational skills • IT Literate, capable of using MS Word/Excel and office packages (AF,I,R) 	<ul style="list-style-type: none"> • Flexibility and adaptability in order to be able to work across age ranges and to mix and work with a wide range of people (AF,R, I) • Commitment to whole-school life through leading extra-curricular clubs for example (AF,I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Additional Requirements <ul style="list-style-type: none"> Strategies understanding and knowledge of current issues in education. (AF, I, R) Well-structured supporting letter (AF,C) Suitability to work with children/Satisfactory Enhanced Disclosure (D) 	

Key – Stage identified	
AF	Application Form
C	Certificates
P	Presentation
I	Interview
R	References
D	Disclosure