



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Primary Teacher	Department/Group:	Primary Phase / Teaching staff
Level/Salary Range:	MPS T1 – T6	Reporting to:	Primary Phase Leader
Contract term:	Fixed Term Contract	Hours per week:	1.0 FTE
Vision Statement			
<i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i>			
<ul style="list-style-type: none">• Offering a high quality, inclusive and distinctive education• A caring and nurturing environment based on our Christian values• Recognising the unique nature of each child.			
Main Objectives of Role:			
To teach primary aged children as identified by the schemes of work.			
Job Description:			
THE SCHOOL TEACHER’S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST			
General Responsibilities			
To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy’s community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy’s ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.			
Role specific responsibilities			
<ul style="list-style-type: none">• To teach primary aged children throughout the age and ability range• To attend appropriate meetings/courses in order to keep abreast of developments, to disseminate and train staff where appropriate• To participate in activities associated with performance management.• To prepare pupils’ reports, written or verbal and to meet deadlines, as deemed necessary by the Senior Leadership Team or the Governors			
Core Teaching Responsibilities			
<ul style="list-style-type: none">• Plan, prepare and deliver instructional activities that facilitate active learning experiences• Develop lesson plans in the short and medium term based on the Academy’s long term planning• Establish and communicate clear objectives for all learning activities• Prepare and provide a stimulating, organised learning environment at all times• Provide a variety of learning materials and resources for use in educational activities• Identify and select different instructional resources and methods to meet pupils’ varying needs• Instruct and monitor pupils in the use of learning materials and equipment• Use relevant technology to support instruction• Observe and evaluate pupils’ performance and development• Assign and level class work, homework, tests and assignments• Provide appropriate feedback on work in line with Academy policy• Encourage and monitor the progress of all pupils• Maintain accurate and complete records of pupils’ progress and development			

- Update all necessary records accurately and completely as required by laws, district policies and Academy regulations
- Prepare required reports on pupils and activities
- Maintain discipline in accordance with the rules and positive behaviour management systems of the Academy
- Perform certain pastoral duties including but not limited to pupil support, counselling pupils with academic problems and providing pupil encouragement
- • participate in extracurricular activities such as social activities, sporting activities, clubs and pupil organisations
- Participate in year group and staff meetings, parent meetings
- Communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	April 2023
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Name:

Signature:

Date:

The Bishop Fraser Trust, Stitch-Mi-Lane, Brightmet, Bolton, BL2 4HU

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PERSON SPECIFICATION

	Primary Class Teacher - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	Honour's degree	E
	Qualified Teacher Status or equivalent in specialist area	E
Experience Skills and Knowledge	Experience of successfully teaching primary aged children across the whole ability range	E
	Experience of successfully teaching pupils from socially deprived backgrounds	E
	Evidence of strong classroom practice with outstanding features	E
	Experience of implementation of effective behaviour management strategies	E
	Ability to plan, organise and prioritise effectively	E
	The ability to effectively direct teaching and learning support staff to achieve the best outcomes for pupils	E
	Ability to use technology and appropriate software to enhance learning	E
	Ability to use Management Information Systems (e.g., SIMs)	E
	Excellent levels of literacy	E

	Primary Class Teacher - CRITERIA	Essential / Desirable
	Ability to understand and interpret complex information to identify appropriate intervention and maximise pupil progress	E
	Ability to swiftly adapt to and utilise new systems and software	E
	Clear evidence of current knowledge, experience and views regarding primary curriculum development	E
	Have proven success in planning, teaching and assessment in the primary curriculum	E
	Understanding of the importance of links across the Key Stages of primary learning	E
	Ability to plan for progression and implement developments effectively	E
	Ability to review, evaluate and implement schemes of work and syllabus	E
	A good working knowledge of assessment for learning processes and practices	E
	Evidence that the candidate perceives that the role of the teacher is to provide effectively for all of their learners through identifying individual needs and providing appropriate teaching	E
	As a class teacher, the ability to guide pupils' academic, personal and professional development, in accordance with the academy's guidelines and procedures	E
	The ability to work in collaboration with other members of staff to develop and manage whole primary phase / cross curricular projects.	E
	Interest in keeping up to date with latest primary practice	E
	Evidence of learning beyond the workplace	D
	Confident communicator, communicating with enthusiasm and clarity to a variety of audiences	E
	Ability to identify, assess and diffuse potentially confrontational situations	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E