

ENGAGEMENT ENJOYMENT ENTHUSIASM = EXCELLENCE.

Head of School: Mrs. Wendy D'Arcy



Hardwicke Parochial Primary Academy,  
Poplar Way,  
Hardwicke,  
Gloucester.  
GL2 4QG

Email: [admin@hardwicke.gloucs.sch.uk](mailto:admin@hardwicke.gloucs.sch.uk)

Website: [www.hardwicke.gloucs.sch.uk](http://www.hardwicke.gloucs.sch.uk)

Telephone: 01452 720538

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**Hardwicke Parochial Primary Academy**  
**Diocese of Gloucester Academies Trust (DGAT)**

**Job title:** Y1 Class teacher

**Accountable to:** Headteacher and SLT

**Contract type:** Fulltime permanent

**Salary:** Main Scale

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School's Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

**Main purpose**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

**Duties and responsibilities**

**Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and next steps of pupils learning
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge, particularly in the teaching of phonics and reading

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We care, learn and achieve... together.*

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- Participate in arrangements for preparing pupils for external tests, including the Phonics Screening Check

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school, including the faith community and DGAT
- Work with others, including DGAT colleagues, on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Follow school procedures with regard to identifying and responding to safeguarding concerns
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and understanding of the Christian faith
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers
- Communicate effectively with the board of governors and board of trustees

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school, including DGAT colleagues
- Develop effective professional relationships with colleagues

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### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the faith, ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### Management of staff and resources (where appropriate)

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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### Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>QTS</li> <li>Degree</li> <li>Successful primary teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>An aspirational approach to further professional development</li> <li>Experience of working within a church school</li> <li>Experience of working within Ofsted and SIAMs framework</li> <li>Subject leadership experience</li> </ul>
<b>Skills and Competencies</b> (need to demonstrate proven ability in these areas)	<ul style="list-style-type: none"> <li>An exemplary classroom practitioner</li> <li>Knowledge of the National Curriculum</li> <li>A good understanding of how children learn</li> <li>Ability to adapt teaching to meet pupil's needs</li> <li>Ability to build effective working relationships with pupils</li> <li>Knowledge of guidance requirements around safeguarding children</li> <li>Good IT skills that are used effectively in teaching</li> <li>Ability to communicate a vision and inspire pupils</li> <li>A willingness to promote the Christian ethos and values of the school</li> </ul>	<ul style="list-style-type: none"> <li>Use of assessment system to analyse data</li> <li>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>A good and accurate knowledge of latest national thinking regarding best educational practice based on accurate research</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Demonstrate; 'everything we do, is for the children in our care'</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>Care for the spiritual welfare of all in the school</li> </ul>

\*This job description may be amended at any time in consultation with the postholder.

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