



Class Teachers – Key Stage 1 and Key Stage 2

Purpose of the job

A teacher of Leicester Grammar School Trust contributes to the well-being and development of the school by supervising, guiding and caring for pupils inside and outside the classroom. Teachers are responsible to the appropriate member of the senior team and expected to:

- teach within the agreed scheme of work and follow agreed whole school policies on such matters as reports, marking and assessing and monitoring pupils' work and progress
- attend meetings and INSET days, as well as whole school Staff Meetings as indicated by the Headteacher
- exercise proper care of rooms and equipment and follow the school's policy on Health and Safety matters.

While the first priority of a class teacher is the teaching of their year group including preparation, marking, assessing and evaluation of the success or failure of any period of teaching - it is expected that a class teacher will:

- attempt to improve qualifications and expertise and keep up-to-date with subject material and exam requirements, as is necessary and practicable
- participate in the various co-curricular activities offered at Leicester Grammar Junior School as your own interests allow
- become involved in the Tutor and Pastoral systems currently in operation at the school.

Key Responsibilities

- Plan, deliver and assess appropriate lessons which ensure that the potential of all pupils is fulfilled.
- Contribute positively and accept delegation, with colleagues, to the production, implementation and evaluation of Schemes of Work and resources
- Encourage pupils by regular marking, advising constructively by using targets and giving appropriate praise
- Be aware of individual pupils' needs, whether they are academic or social, and liaise with pastoral and well-being team where necessary
- Perform the role of Form Tutor and deliver Personal Social and Health Education
- Monitor assessment through use of data and target setting, and to maintain records of



Leicester Grammar School Trust

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assessments of the students and levels of attainment as laid out in the National Curriculum, where appropriate

- Ensure equality of pupils regardless of ability, age, class, culture, disability, faith, gender, race or sexual identity
- Promote high standards for all pupils and maintaining high expectations both in and out of lessons
- Provide a positive environment where effective teaching and learning can take place and create opportunities for pupils to develop wider skills for later life
- Communicate effectively and be willing to develop and share good practice with colleagues, in meetings and through lesson observations
- Be committed to the demands of a high achieving school, both in the classroom and beyond
- Remain familiar with national and local initiatives within the subject area and focus on own development to the benefit of pupils
- Attend meetings and Parents' Evenings scheduled in the School Calendar
- Ensure that the school's Health and Safety policy is implemented
- Support and contribute to the school's responsibility for safeguarding pupils
- Lead and conduct oneself in an exemplary manner from a child protection point of view.

Additional Duties

- Work in accordance within current safeguarding guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships
- Maintain personal resilience and well-being as a key to supporting others
- Support the School's well-being approach
- Be committed to Leicester Grammar School Trust's vision and ethos

Person specification

Essential Qualifications, Experience and Skills

- Have a recognised teaching qualification PGCE or equivalent (QTS)
- Be, or have the potential to become, an excellent and inspirational class teacher
- Demonstrate commitment to high academic standards
- Possess the ability to build strong working relationships with pupils, other professionals and parents
- Possess the ability to communicate effectively and appropriately with a range of audiences, such as pupils, colleagues and parents
- Possess excellent time management and organisational skills
- Demonstrate the ability to follow instructions, policies and procedures

Desirable Qualifications, Experience and Skills

- Strength in music, STEM or PE would be desirable, but is not essential
- Good ICT skills, and the willingness and ability to learn new systems, as required by the post
- Demonstrate commitment to your own professional development



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- Have an understanding of the benefits of co-education and be willing and committed to become involved in the pastoral and co-curricular life of a busy and ambitious school community
- Be able to demonstrate and promote positive values, attitudes and behaviour with young people
- Have an understanding of safeguarding

Personal Qualities

- Have an enthusiasm for teaching Key Stage 1
- Have patience; tenacity; flexibility, warmth, self-motivation, be well organised; sense of humour.
- Show willingness to work flexibly according to the fluctuating demands of the role
- Model and promote good manners and an understanding of the needs of pupils of all abilities
- Demonstrate the ability to work as part of a team and collaboratively across the school
- Be willing to attend and support occasional after school activities
- Demonstrate excellent interpersonal skills

Above all, the successful candidate will have an infectious enthusiasm for the value and relevance of education in young people's lives.

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.

Hours and Benefits

Start Date	September 2023
Working Hours	Full-time
Salary	Competitive
Pension	Teachers' Pension Scheme
Lunch	School lunch is provided during term time and INSET days
Education	Fee remission for the children of our staff is available at all schools across the Trust
Car Parking	Free car parking is available at the school site



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Application Details

On the role specific page there is an 'Apply now' button which will take you into the online application process. Please submit a CV with your application.

The closing date for applications is 13 February 2023. Interviews are planned for week commencing 27 February 2023. Interested candidates are advised to apply as soon as possible as we reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

References will be sought from the short-listed candidates nominated referees prior to interview. Please note that short-listed candidates will have a tour of the school as part of the interview process.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must undergo safer recruitment checks, including checks with past employers, online searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please refer to the Data Privacy Notice and Annexes on the Policies page of the school's website for the Data Privacy Notice for individuals applying for work within Leicester Grammar School Trust (Annex 3).

Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factor to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from staff at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.



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