

Job Description For Classroom Teacher (Primary)

Post: Class teacher (maternity cover)

School: Buckland Church of England Primary School

Responsible to: The Head-teacher

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies are the County Council's Stress at Work Policy and the Dignity at Work Policy.

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document:

Teaching

61.2 Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum, and schemes of work.

61.3 Assess, monitor, record and report on the learning needs, progress, and achievements of assigned pupils.

61.4 Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

61.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

61.6 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

61.7 Subject to sub-paragraph

Health, safety and discipline

61.8 Promote the safety and well-being of pupils.

61.9 Maintain good order and discipline among pupils.

Management of staff and resources

61.10 Direct and supervise support staff assigned to them and where appropriate, other teachers.

61.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

61.12 Deploy resources delegated to them.

Professional development

61.13 Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.

61.14 Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

Communication

61.15 Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

61.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Shortlisting and Person Specification Primary Teacher

All the criteria in the following list will be used at the interviews, but only those which are starred * will be used at the shortlisting.

Methods of Assessment

	Application Form	Interview
GENERAL BACKGROUND		
1. First degree and PGCE or B Ed / B.A. (with QTS) or QTS via employment based route.	*	*
2. Training in and experience of the age range applying for.	*	*
TEACHING & LEARNING		
3. Experience and evidence of consistently good/outstanding teaching.	*	*
4. Understanding of the principles of successful curriculum organisation at classroom level.		*
5. Knowledge & understanding of providing effective learning strategies to meet individual needs.		*
6. Understanding of the requirements of the National Curriculum.	*	*
7. Understanding how pupils with special educational needs may be integrated in the classroom.	*	*
8. Understanding of good classroom management including strategies for promotion of pupils' behaviour and motivation in the classroom.	*	*
INCLUSION PRACTICES		
9. Evidence of empathy with national and local policies regarding equal opportunities and their implementation.	*	*
10. Commitment to the importance of parental and local community involvement		*
11. Awareness of how to implement such policies in classroom practice.	*	*
SKILLS / ABILITIES		
12. Skills in effective communication, both written and oral, to a range of audiences.	*	*
13. Ability to effectively incorporate ICT in the curriculum and to support learning.	*	*
14. Ability to record, track and promote children's progress & data effectively.	*	*
15. Ability to work under pressure whilst maintaining a sense of humour.		*