



## **Teacher – Job Description and Person Specification**

**Job Title:** Teacher

**Reporting to:** Headteacher

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### **Job Purpose**

To be responsible for the education and welfare of a class or group of children within the above school as designated by the Headteacher and carry out other associated duties as are reasonably assigned by the Headteacher. The post holder will be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.

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### **Principal Accountabilities**

- To provide a high quality learning experience for all children.
- To take overall responsibility for class or group of children as designated by the Headteacher and in accordance with the national teaching standards.
- To take responsibility for the leadership of a subject across school (not applicable to ECTs)

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

### **Responsibilities**

#### **1. Teaching and learning:**

- 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 assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge



- Participate in arrangements for preparing pupils for external tests

## **2. 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
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Promote the safety and well-being of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Promoting equal opportunities within the school and seeking to ensure the implementation for the school's equality policies.

## **3. Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Lead professional development for colleagues as appropriate.

## **4. Communication**

- Communicate effectively with pupils, parents and carers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

## **5. 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 ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities



## 6. Safeguarding

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

## 7. Health and Safety

- The law requires you to:
  - take reasonable care of their own health and safety and that of others who may be affected by what they do at work
  - co-operate with their employers on health and safety matters
  - do their work in accordance with training and instructions
  - inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken

Health and safety training relevant for your role will be provided, in the first instance this is via SMARTLOG. You are required to conduct this in a timely manner

**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.



## Person Specification

	Essential Criteria	Desirable Criteria
Qualifications, Training and Experience	<ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> <li>▪ Experience of teaching the primary curriculum</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of ongoing personal professional development</li> <li>▪ Experience of teaching in KS2/KS1</li> </ul>
Professional Knowledge and Understanding	<p>A sound understanding of:</p> <ul style="list-style-type: none"> <li>▪ How children learn</li> <li>▪ What constitutes excellent classroom practice needed to promote high quality teaching and learning</li> <li>▪ The educational needs of the whole range of pupils in KS1/2</li> <li>▪ Approaches to planning, assessing, monitoring and evaluating the curriculum in KS2</li> <li>▪ Provision for most able children and for those with special educational needs</li> <li>▪ The importance of forming and maintaining appropriate relationships and personal boundaries with children</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of the role and responsibilities of a curriculum / subject leader</li> <li>▪ Have an up to date knowledge of current teaching and wider curriculum developments</li> </ul>
Teaching Skills	<ul style="list-style-type: none"> <li>▪ Excellent teaching skills with high expectations of self and pupils</li> <li>▪ A reflective and creative practitioner</li> <li>▪ Ability to use a range of teaching styles and strategies</li> <li>▪ High levels of pupil learning and achievement</li> <li>▪ Ability to motivate and enthuse all pupils so they make at least good progress</li> <li>▪ Ability to ensure full inclusion of all pupils</li> <li>▪ Excellent ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of making a significant impact and progress in children’s learning</li> <li>▪ Ability to positively influence the practice of others</li> <li>▪ Evidence of teaching at a good+ level (or evidence of the potential to do so)</li> </ul>
Communication and Team Working	<ul style="list-style-type: none"> <li>▪ Communicate effectively in speech and in writing when working with children, and when communicating with</li> </ul>	



	<p>parents, other staff and governors where appropriate</p> <ul style="list-style-type: none"> <li>▪ Able to inspire trust and confidence amongst others</li> <li>▪ Able to work effectively as a member of a team</li> </ul>	
Management and Organisation	<ul style="list-style-type: none"> <li>▪ Ability to prioritise and meet whole school deadlines</li> <li>▪ Ability to plan and organise effectively to meet the needs of children</li> </ul>	<ul style="list-style-type: none"> <li>▪ Involvement in out-of-school activities</li> <li>▪ Awareness of links between the school and local community</li> </ul>
Professional Qualities	<ul style="list-style-type: none"> <li>▪ Have the confidence to act upon one's own initiative and to be proactive</li> <li>▪ Confidently and calmly deal with a range of situations employing diplomacy and confidentiality, when appropriate</li> <li>▪ Recognise when to seek advice and support where necessary.</li> <li>▪ Commitment to equal opportunities for all pupils and staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to think creatively and to be able to anticipate and solve problems</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>▪ A commitment to putting children first</li> <li>▪ Enthusiastic, resilient and positive thinking</li> <li>▪ Open-minded to change</li> <li>▪ Hard-working and able to keep to deadlines</li> </ul>	



