



## *Growing together in knowledge, love and faith*

Head Teacher ~ Mr M Hudson

Deputy Head Teacher ~ Mrs R Price

Totternhoe Church of England Academy, Church Road, Totternhoe, Dunstable, Beds LU6 1RE

01582 662959 ~ totternhoeoffice@tot.dsamat.co.uk ~ [www.totternhoe.beds.sch.uk](http://www.totternhoe.beds.sch.uk)



### **JOB DESCRIPTION: KS1/2 ECT CLASSROOM TEACHER**

#### **Job Details**

**Salary:** TBC

**Contract type:** 1

**Positions:** 1 x Class Teacher

**Reporting to:** Headteacher

#### **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 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

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

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

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

- Promote the safety and well-being of pupils and staff
- Maintain good order and discipline among pupils, managing behaviour effectively using our behaviour for learning policy 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 to improve your own teaching
- Take part in the appraisal and professional development of others, where appropriate



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### **Communication**

- Communicate effectively with pupils, parents, carers and the school team
- Participate in parents' evenings each term
- Write termly reports to parents to report on pupils' progress and subject leader reports to governors

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

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- 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 their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them and, where appropriate, other teachers
- Deploy resources delegated to them

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school



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**PERSON SPECIFICATION**

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</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>• High expectations for children's attainment and progress</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>• Team player</li> </ul>

Headteacher/Line Manager's Signature..... Date.....

Postholder's Signature..... Date.....

