

# Job Description and Person Specification

Job details			
<b>Job title</b>	<b>Teacher</b>		
<b>School</b>	Coldfair Green Primary		
<b>Location</b>	Judith Avenue, Coldfair Green, Knodishall, Saxmundham		
<b>Hours per week</b>	32.5	<b>Weeks per annum and contract term</b>	39+1
<b>Grade &amp; Salary</b>	M1-UPS3		
<b>Responsible to</b>	The Headteacher		
<b>Responsible for</b>	N/A		
<b>Effective date</b>	14.04.26		

Purpose of the Role
<p>The purpose of this role is to deliver high-quality, engaging teaching that supports the academic, social, and emotional development of all pupils in a primary school setting. You will create a safe, inclusive, and stimulating learning environment where children are encouraged to be curious, confident, and resilient learners.</p> <p>As a class teacher, you will plan and deliver lessons that are well-structured and appropriately pitched to meet the needs of all pupils, supporting their progress across the primary curriculum. You will work collaboratively with colleagues, parents/carers, and external agencies to ensure each child receives the support they need to thrive.</p> <p>You will carry out your duties in line with the Teachers' Standards and the School Teachers' Pay and Conditions Document, maintaining a strong focus on safeguarding, promoting children's well-being, and upholding the values and expectations of the school community.</p>

Job Description – main duties and responsibilities
Teaching, learning and assessment
<ul style="list-style-type: none"> <li>Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work</li> <li>Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment</li> <li>Adapt teaching to respond to the strengths and needs of pupils</li> <li>Set high expectations which inspire, motivate and challenge pupils</li> <li>Promote good progress and outcomes by pupils</li> <li>Demonstrate good subject and curriculum knowledge</li> <li>Participate in arrangements for preparing pupils for external tests</li> <li>Prepare regular review reports and attend annual review of Education, Health and Care Plan meetings, parent evenings and where necessary multi agency meetings on behalf of your pupils and fully support inclusion</li> <li>Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate</li> </ul>

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<ul style="list-style-type: none"> <li>Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document</li> </ul>
<b>Behaviour and safety</b>
<ul style="list-style-type: none"> <li>Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly</li> <li>Manage classes effectively, using approaches which are appropriate to pupils' needs to inspire, motivate and challenge pupils</li> <li>Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary</li> <li>Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils</li> <li>Have high expectations of behaviour, promoting self-control and independence of all learners</li> <li>Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document</li> <li>Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures</li> </ul>
<b>Team working and collaboration</b>
<ul style="list-style-type: none"> <li>Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies</li> <li>Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them</li> <li>Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil</li> <li>Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school</li> <li>Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document</li> <li>Work collaboratively with others to develop effective professional relationships</li> <li>Deploy support staff effectively as appropriate</li> <li>Communicate effectively with parents/carers regarding pupils' achievements and well-being using school systems/processes as appropriate</li> <li>Communicate and co-operate with relevant external bodies</li> <li>Make a positive contribution to the wider life and ethos of the school</li> </ul>
<b>Administration</b>
<ul style="list-style-type: none"> <li>Register the attendance of and supervise learners, before, during or after school sessions as appropriate</li> <li>Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document</li> </ul>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>Direct and supervise support staff assigned to them, and where appropriate, other teachers</li> <li>Oversee all aspects of organisation in your class; including school policies and practice</li> <li>Establish good professional relationships, role model excellent working practice and support, motivate and direct support staff in your class. (Teaching Assistants, Midday Supervisory Assistants)</li> <li>Ensure pupils' learning environment are communication and literacy rich and accessible for all learners in your class and are in line with the relevant school policies and procedures</li> </ul>

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- Support the School Leadership Team (SLT) to inform the school's Self-evaluation process and follow the School Development and Improvement Plan (SDIP) and drive the school's vision forward
- Support the head teacher and staff in the review, implementation, development and monitoring of whole school policies that promote the school's values, aims and objectives
- Assist the Headteacher in any other reasonable duties in the running of the school

## Safeguarding and health & safety

- Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations, and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required
- Promote the safety and wellbeing of pupils, and help to safeguard pupils by keeping up to date with relevant safeguarding guidance and practice, including Keeping Children Safe in Education and Working Together to Safeguard Children
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion
- Respond appropriately to safeguarding and child protection concerns, following school procedures and reporting promptly to the DSL
- Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors
- Promote a culture of vigilance and openness where pupils and staff feel safe and confident to raise concerns

## Professional development

- Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with manager to identify relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role
- Take part in the school's appraisal procedures
- Follow all Trust and School policies, including the staff code of conduct

## Supporting the work of our Trust

- Support our vision, mission and values, as well as our principled ways of working
- Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens
- Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools
- Attend and engage in regular professional training, seek support from other leaders and share best practice across our EAT community
- Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams

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Person Specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> <li>Minimum of a relevant and recognised Level 3 qualification</li> </ul>	<ul style="list-style-type: none"> <li>Recent Paediatric First Aid certificate</li> <li>Evidence of ongoing personal development training</li> <li>Desire to continue with professional development</li> </ul>
Experience	
<ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Experience of working in an Early Years setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of implementation of EYFS</li> <li>Experience of working in partnership with parents</li> </ul>
Skills/knowledge	
<ul style="list-style-type: none"> <li>An excellent knowledge and understanding of the National Curriculum</li> <li>The ability to plan creative and interesting learning opportunities for pupils</li> <li>Ability to use assessment strategies, identify next steps in learning and deliver lessons which meet the needs of all pupils, including the more able and those with SEND</li> <li>Proven successful behaviour management strategies</li> <li>The ability to develop positive working relationships with pupils</li> <li>A commitment to further training to improve teaching and learning and personal skills</li> <li>The ability to work positively as an effective member of a team with a range of colleagues</li> <li>High levels of emotional intelligence</li> <li>Good literacy and communication skills in accurate spoken English</li> <li>Flexible and adaptable</li> <li>Ambitious and driven</li> <li>Commitment to maintain value and ethos that nurture and safeguard children</li> </ul>	<ul style="list-style-type: none"> <li>Skills and/or experiences that would contribute to the school's extended school opportunities</li> </ul>
Personal Qualities	
<ul style="list-style-type: none"> <li>Enjoyment of working with children.</li> <li>Sensitivity and understanding, to help build good relationships with pupils</li> <li>Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Commitment to maintaining confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>Capacity to inspire, motivate and challenge children and young people</li> </ul>

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<ul style="list-style-type: none"> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference</li> </ul>	
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General information
<ul style="list-style-type: none"> <li>• This job description details the main outcomes required and will only be updated to reflect <b>major changes</b> that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant, Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve.</li> <li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list.</li> </ul>

<b>Signed: Job Holder</b>		<b>Signed Manager:</b>	
<b>Print Name:</b>		<b>Print Name:</b>	
<b>Date:</b>		<b>Date:</b>	