

### Job Description

<b>Job Title</b>	Teacher (Primary)
<b>Grade</b>	Main Pay Scale / Upper Pay Scale
<b>Responsible To</b>	Principal
<b>Job Family</b>	Teaching
<b>Job Purpose</b>	<p>To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for all pupils.</p> <p>To facilitate, support and monitor the overall progress and development of the children.</p> <p>To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.</p>
<b>Accountabilities / Main Responsibilities</b>	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>You are to carry out the duties of a school as set out in the Pay and Conditions Documents and subject to any amendment due to Government Legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers.</li> <li>To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.</li> <li>All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values.</li> <li>All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.</li> <li>All staff will take an active role in the School Self Evaluation process.</li> <li>All staff are expected to actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>To plan and prepare work for the children in accordance with the school policies, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.</li> <li>To involve the Teaching Assistants in planning, and preparation where appropriate.</li> </ul>
<b>Recording &amp; Reporting</b>	<ul style="list-style-type: none"> <li>Assess pupils' work through observation and adult directed tasks, record their development, progress and attainment.</li> <li>To provide, or contribute to oral and written assessments and reports both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the EYFS Curriculum and/or the National Curriculum.</li> <li>Prepare Annual Review reports to fulfil statutory requirements, participate in review meetings, and lead these meetings if appropriate.</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li>To evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>To keep up to date with current educational thinking and practice both by study and by attendance at courses, workshops and meetings and to participate in national or local arrangements for appraisal of staff performance</li> </ul>
<b>Policy Review</b>	<ul style="list-style-type: none"> <li>To take part in whole-school reviews of policy and aims and in the revision of formulation of guidelines.</li> <li>To help ensure that subject matter and learning resources reflect LA and school policies on race and gender equality and that the implications of these policies are borne in mind in relation to all tasks and duties listed above.</li> </ul>
<b>Curriculum Responsibility</b>	<ul style="list-style-type: none"> <li>To be responsible for a curriculum area, as appropriate.</li> </ul>

<b>Behaviour and Relationships</b>	<ul style="list-style-type: none"> <li>● To maintain good order, behaviour and respect for others.</li> <li>● To promote understanding of the school's rules and values.</li> <li>● To safeguard health and safety.</li> <li>● To develop relationships with and between children conducive to optimum learning.</li> </ul>
<b>Communication with Parents</b>	<ul style="list-style-type: none"> <li>● To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties</li> </ul>
<b>Displays and Environment</b>	<ul style="list-style-type: none"> <li>● To maintain a structured and reflective child-centred learning environment, and to contribute to displays.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>● To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>● Know about data protection issues in the context of your role.</li> <li>● Maintain confidentiality as appropriate</li> <li>● Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>● Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>● Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>● Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

### Person Specification

<b>Job Title</b>	Teacher (Primary)	
<b>Grade</b>	Main Pay Scale / Upper Pay Scale	
<b>Responsible To</b>	Principal	
<b>Job Family</b>	Teaching	
<b>Essential</b>		<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>• The Class teacher should have knowledge and understanding of:</li> <li>• The theory and practice of providing effectively for the individual needs of all children (eg classroom organisation and learning strategies);</li> <li>• The Development Matters Framework;</li> <li>• The monitoring, assessment, recording and reporting of pupil's progress;</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection;</li> <li>• Effective teaching and learning style</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• The class teacher should have</li> <li>• Age specific experience</li> <li>• Proven ability as a good/outstanding classroom teacher</li> <li>• Experience of working effectively in a team</li> </ul>		<ul style="list-style-type: none"> <li>• In addition, the Class Teacher might also have experience of:</li> <li>• Proven record of effective subject leadership (if completed ECT)</li> <li>• Working in partnership with parents.</li> </ul>
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>• High expectations of everyone</li> <li>• Commitment to practical learning</li> <li>• Willingness to use variety of teach strategies to engage all learners</li> <li>• Commitment to the personal welfare and safeguarding of children</li> </ul>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>		<ul style="list-style-type: none"> <li>• Further/continued professional development</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• Care and sensitivity in dealing with children</li> <li>• Open minded, self-evaluative and adaptable to changing circumstances and new ideas</li> <li>• Able to enthuse and reflect upon experience</li> <li>• Willingness to be involved in the wider life of the school</li> <li>• Ability to work flexibly</li> <li>• Ability to prioritise</li> <li>• Good interpersonal/communication skills</li> </ul>		