



## Teacher

### Job Description

Employment details	
Job title	Teacher
Salary	Main Pay Scale; Upper Pay Scale

#### **Purpose of Job**

To promote the learning, general progress and well-being of individual pupils and of any class or group of pupils assigned to the teacher.

#### **Applicable Contract Term and Duties**

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document so far as relevant to the teacher's title and salary grade. The post is otherwise subject to the Conditions of Service in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the teacher's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

#### **Relationships**

The teacher is responsible to the executive headteacher and the head of school for their teaching duties and responsibilities. The teacher interacts on a professional level with all staff and seeks to establish and maintain productive and positive relationships with them. The teacher will be responsible for the supervision of work of additional adults. Teachers will be responsible for the supervision of trainee teachers.

#### **Duties and Responsibilities**

The particular duties and responsibilities attached to the post of teachers are as follows:-

#### **Teaching**

- Teach, according to their educational needs, those pupils between the ages of 3-11 years assigned to them, in line with school policies.
- Use appropriate teaching methods suitable for children and pupils in line with the school's teaching and learning policy and other relevant policies.

- Provide a balanced programme of learning activities suited to the needs of individual pupils.
- Assess, monitor, record and report on the learning needs, progress and achievement of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

#### **Safeguarding, Health/Safety and Discipline**

- Ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for, and any problems reported.
- Maintain discipline in accordance with the school's behaviour policy.
- Exercise pastoral care of the pupils when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere, ensuring their health, well-being and safety.
- **Promote the safeguarding and welfare of all pupils in accordance with the school's Child Protection and Safeguarding Policy, and the DfE's statutory guidance: Keeping Children Safe in Education.**

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

- 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.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.

#### **Professional Development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

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

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

#### **Adherence to the ethos of the school**

- Promote the agreed vision and aims of the school
- Observe all policies adopted by the school
- Observe all guidelines in the staff handbook and code of conduct and those issued by the head of school or any member of staff with delegated responsibility
- Set an example of personal integrity and professionalism in line with the Teacher Standards.

Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

	<b>Signed</b>	<b>Date</b>
<b>Shaukat Islam</b> <b>Executive Headteacher</b>		
<b>Postholder</b>		

**Review and Amendment**

This job description is normally subject to annual review. It may be amended at any time at the request of the Executive Headteacher or the teacher. It will be signed if agreement is reached.

**Complaints**

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

**Next Review Date: 1st September 2025**



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## Teacher Person Specification

Also refer to the Teacher Standards

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"><li>• Degree</li></ul>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• A postgraduate qualification, e.g. a master's degree.</li></ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"><li>• Relevant and recent experience of teaching within a primary school environment or, for early career teachers, work or voluntary experience in a comparable environment.</li><li>• The ability to use different teaching methods and adapt to cater for pupils' different needs.</li><li>• The ability to plan, monitor, evaluate and review</li><li>• The ability to work as part of effective teams</li><li>• High level of written and oral communication skills</li><li>• Good reasoning powers and good judgement in a variety of situations</li><li>• <b>The ability to promote the safeguarding and welfare of all pupils in accordance with the school's Child Protection and Safeguarding Policy, and the DfE's statutory guidance: Keeping Children Safe in Education.</b></li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching the within primary schools</li><li>• Experience of teaching the relevant <u>key stage</u>.</li></ul>

Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Sufficient knowledge to answer subject-related questions raised by pupils.</li> <li>• Knowledge of effective intervention strategies to improve the quality of teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of relevant legislation and educational developments.</li> <li>• An understanding of how assessment and attainment information can be used to improve practice.</li> <li>• Skills in effective resource management and deployment.</li> </ul>
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> <li>• Hardworking, with high expectations of themselves and their professional standards</li> <li>• Committed to CPD</li> <li>• Able to work both independently and as part of a team</li> <li>• Able to maintain successful working relationships with other colleagues</li> <li>• Able to plan and resource effective interventions to meet curricular objectives</li> <li>• Driven and energetic</li> <li>• An excellent communicator, verbally and in writing</li> <li>• Organised</li> <li>• An excellent time manager</li> </ul>	
The successful candidate may also be	
<ul style="list-style-type: none"> <li>• Dedicated to promoting their professional development, and that of others</li> <li>• Able to plan and take control of situations</li> <li>• Committed to contributing to the wider school and its community</li> <li>• Able to effectively promote the school's ethos and vision</li> <li>• Capable of handling a demanding workload and successfully prioritising work</li> <li>• Professionally assertive and clear thinking</li> </ul>	

All essential elements of the person specification will be assessed by the following methods:

Application form

Interview + lesson observations