



Information Pack / Person  
Specification  
Teacher  
May 2026

	Essential	Desirable	Assessed by
Qualifications	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>Evidence commitment to further professional development</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Whole class teaching experience in Primary</li> <li>Experience and knowledge of managing behaviour positively</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of engaging successfully with all stakeholders (parents, governors, local community)</li> </ul>	Application form and references
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Understanding of the importance of integrating 'Assessment for Learning' into daily practice</li> <li>A secure knowledge and understanding of the Primary curriculum</li> <li>Understanding of effective teaching and learning strategies</li> <li>Knowledge of the monitoring, assessment, recording and reporting of pupil progress</li> </ul>		Application form, references and interview



Professional Skills	<ul style="list-style-type: none"><li>• Excellent communication skills</li><li>• Ability to work effectively in a team</li><li>• Ability to use ICT for teaching, learning and record keeping</li></ul>		Application form, references and interview
Professional and Personal Qualities	<ul style="list-style-type: none"><li>• Dedicated team player</li><li>• Good sense of humour and ability to maintain perspective</li><li>• Uses initiative</li><li>• Possesses integrity</li></ul>		Application form, references and interview

## JOB DESCRIPTION

<b>MAIN DUTIES</b>	
<b>Strategic Duties</b>	<ul style="list-style-type: none"><li>• To help develop and promote the aims of the school and the agreed policies.</li><li>• To be aware of Equality issues, and promote Equal Opportunities throughout the school.</li><li>• To contribute to the whole school's planning activities.</li><li>• To contribute to the Academy Development Plan.</li></ul>
<b>Teaching</b>	<ul style="list-style-type: none"><li>• To identify clear teaching and learning objectives and specify how they will be taught and assessed</li><li>• To teach children according to their educational need, including the setting and marking of work.</li><li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as required.</li><li>• To undertake assessment of pupils as requested by external bodies and school procedures.</li><li>• To mark and give written/diagnostic feedback as required.</li><li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual children and groups of children.</li><li>• To undertake a designated programme of teaching.</li><li>• To ensure a high quality learning experience for pupils which meets internal and external quality standards.</li><li>• To prepare and update teaching materials and resources.</li><li>• To use a variety of delivery methods which stimulate learning, appropriate to the needs and demands of the pupils.</li><li>• To manage behavior positively and in line with the school's behaviour policy.</li><li>• To encourage good practice with regard to punctuality, standards of work and homework.</li><li>• To ensure effective and efficient deployment of classroom support.</li><li>• To work as a member of a team and to contribute positively to effective working relations within the school.</li></ul>



<b>Pastoral</b>	<ul style="list-style-type: none"><li>• To promote the general progress and well-being of individual pupils and to the class as a whole.</li><li>• To encourage pupils' full attendance at school and their participation in other aspects of school life.</li><li>• To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required.</li><li>• To contribute to the preparation of Learning Plans, progress meetings and other reports.</li><li>• To be aware of Child Protection issues and alert appropriate staff to problems experienced by pupils.</li><li>• To communicate, as appropriate, with the parents/carers of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.</li><li>• To contribute to PSHE and citizenship according to school policy.</li><li>• To apply the behaviour management systems so that effective learning can take place.</li><li>• To lead assemblies or collective worship occasionally.</li></ul>
<b>Staff Development</b>	<ul style="list-style-type: none"><li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li><li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li><li>• To engage actively in the Performance Management Review process.</li><li>• To participate in a programme of development training in accordance with current school policies.</li></ul>

<b>Resources</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist in identifying resource needs.</li> <li>• To co-operate with other staff to ensure a sharing and effective use of resources.</li> </ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support the school's aims and mission.</li> <li>• To promote the ethos of the school and to encourage staff and pupils to do so.</li> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by the headteacher not mentioned in the above.</li> </ul>
<p>Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>	
<p>May 2026</p>	