


Westfield Primary School	
Post: Primary Teacher	
Grade: Main Pay Scale	
Responsible to: Headteacher	
<p>Job Purpose</p> <p>To undertake the duties of a schoolteacher, as set out in the School Teachers' Pay and Conditions Document.</p> <p>Management, Organisation and Administration</p> <ul style="list-style-type: none"> • attend meetings where appropriate • maintain a high standard of achievement, behaviour and dress within the department and throughout the school • the post holder must at all times carry out their job responsibilities with due regard to Equal Opportunities. <p>Management of Pupils</p> <ul style="list-style-type: none"> • to ensure the smooth induction of new pupils • to monitor pupil behaviour and update monitoring forms • to ensure reports and records are maintained for the pupils in your teaching groups • to attend parent consultation meetings, keep a record of attendance and act on concerns raised • to keep a check on pupil attendance and report on poor attendance to the Attendance Co-ordinator <p>Management of Learning</p> <ul style="list-style-type: none"> • to maintain records of pupils whom you teach having regard to the school policy on special educational needs • to monitor pupil progress and to take suitable action where necessary • to prepare and mark pupils' work • to present displays of work <p>Curriculum Issues</p> <ul style="list-style-type: none"> • develop cross curricular links as appropriate • ensure that staff use appropriate teaching and learning styles and that good practice is shared • ensure that there are opportunities for the setting of differentiated work • assess pupils progress and attainment with schools tracking systems • promote the school at all levels through extra curricular activities • create an environment that encourages student participation <p>The above is not meant to be an exhaustive list, but is a summary of the important elements of the job of Primary Teacher.</p>	

Signed.....Date.....

Signed.....Date.....
Headteacher

PERSON SPECIFICATION

JOB TITLE:

Primary Teacher

Attributes	Essential	Preferred
Qualification	Qualified Teacher Status	Qualifications relevant to the post.
Experience	ECT or experience in KS1/KS2	
Skills/ Knowledge/ Aptitude	Excellent class teacher. Ability to enthuse pupils. Qualified to teach KS1/KS2. Ability to work to deadlines in co-operation with others. Ability of providing concise reports on pupil progress. Ability to communicate clearly both verbally and in writing.	
Curriculum	Knowledge of general subjects in KS1/KS2. IT Literate.	
Motivation	Commitment to the aims of the school. Commitment to the development of all pupils. Commitment to further professional development.	
Community and Liaison	Ability to liaise effectively with parents and outside agencies (if necessary).	
Personal	A commitment to punctuality, good attendance and high standards of self-presentation. A determination to ensure that pupils achieve their potential.	
Application	A well presented application with thought given to the nature of the post (Primary Teacher).	

