

## PRIMARY TEACHER: JOB DESCRIPTION & PERSON SPECIFICATION

<b>Position Title</b>	Classroom Teacher
<b>Reporting to</b>	Principal
<b>Hours</b>	Full Time
<b>Grade/Point</b>	Teacher Pay Scale plus SEN Allowance

**This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.**

### Job Purpose:

- To contribute to the provision of high-quality Teaching and Learning in primary key stages, ensuring maximum success for all. To be a role model for the school community and raise levels of pupil achievement.
- The role will require travel to Trust educational settings and offices as directed.

### Main Duties and Responsibilities:

- Working closely with school leaders and members of the SLT to ensure that the visions and cooperative values are effective and pertinent to all aspects of school life.
- Maintaining a thorough and up-to-date knowledge of the teaching of relevant subject(s) and take account of wider curriculum developments which are relevant to the day-to-day work. Being an outstanding practitioner, carrying out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the Trust.
- Supporting help develop the school's policies and actively promote high levels of achievement at all stages. Planning lessons/activities and sequences of lessons to meet pupils' individual learning needs and using a range of strategies to ensure effective teaching/tutoring, behaviour and classroom management. Working in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.
- Ensuring there is a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- Maintaining an attractive and stimulating classroom environment and contribute to making the whole school environment stimulating. Making appropriate educational provision for children with SEMH, with support from the SENDCO.
- Maintaining assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy, regularly using the school's tracking system for assessment.
- Ensuring good order and discipline among pupils and safeguard their health and safety, doing everything possible to safeguard and promote the welfare of students/pupils/children in the School/Trust. Working with the DSL and the Deputy DSL to ensure safeguarding is promoted.
- Developing and maintaining effective relationships with parents, colleagues, the governing body and the local community and ensuring effective links are made with support services.
- Taking responsibility for professional development and use the outcomes to improve teaching (and tutoring) and students' learning.

## **Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

## Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> <li>• 5 GCSEs at grade C/4 and above, or equivalent; Including English &amp; Maths</li> <li>• Good Degree</li> <li>• Qualified Teacher Status (QTS)</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification</li> <li>• Training for the whole primary age range</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Good understanding of IT systems including Email, Spreadsheets and Word Processing</li> <li>• Teaching experience in Primary Key Stages with proven ability as a classroom practitioner.</li> <li>• Ability to provide a stimulating and challenging classroom environment for all pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of working databases</li> <li>• Experience of working in school setting</li> <li>• Working with Microsoft Office applications.</li> <li>• Knowledge and experience of personalised learning.</li> <li>• Experience of working with and supervising other adult support within the classroom (teaching assistants, parent helpers, students).</li> <li>• Experience of leading a team.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, verbally and in writing</li> <li>• Excellent grammatical, spelling and punctuation skills.</li> <li>• Ability to manage time effectively</li> <li>• Ability to work on own initiative and to meet deadlines</li> <li>• Ability to work effectively as part of a team and work collaboratively</li> <li>• Strong organisational and planning skills</li> <li>• Knowledge and understanding of a board, balanced and relevant curriculum.</li> <li>• Excellent behaviour management skills.</li> <li>• A secure understanding of the processes by which children learn.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to solve problems and find creative solutions</li> <li>• An understanding of a whole school approach to improvement and raising standards.</li> <li>• Familiarity with the SEND Code of Practice.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to differentiate the curriculum to meet the needs of all achievers.</li> <li>• Competent in the use of ICT across the curriculum especially in relation to supporting planning and assessment, and the use of whiteboard technology.</li> <li>• Understanding and use of assessment to inform future teaching and learning.</li> <li>• Competent in the use of observational assessment to inform further learning.</li> <li>• A willingness to work on one or more curriculum areas.</li> <li>• To be able to work creatively and sensitively with children</li> </ul>	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Calm under pressure with a flexible and adaptive and highly professional approach to their work</li> <li>• Reliable and trustworthy</li> <li>• Embodies the Trust's vision and values</li> <li>• "Can do" attitude</li> <li>• Friendly persona</li> <li>• Awareness to and commitment to equality</li> <li>• Displays understanding &amp; commitment to the protection and safeguarding of children and young people</li> <li>• Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Committed to personal and professional development.</li> <li>• An understanding of a whole school approach to improvement and raising standards.</li> <li>• Familiarity with the SEND Code of Practice.</li> </ul>

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....