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|---------------------------------------|---|
| <b>Academy:</b>                       | St James C of E Primary School  |
| <b>Section:</b>                       | Teaching Staff  |
| <b>Location:</b>                      | Crossfield Road, Wardle, OL12 9JW   |
| <b>Job Title:</b>                     | Teacher   |
| <b>Grade/Salary:</b>                  | MPS   |
| <b>Responsible to:</b>                | St James's C of E Primary School Headteacher  |
| <b>Responsible for:</b>               | As directed by the Headteacher  |
| <b>Hours of Duty:</b>                 | As per STP&C  |
| <b>Special Conditions of Service:</b> | <p>The Postholder may be required to attend some evening meetings</p> <p>Requirement to undertake First Aid Training and provide first aid cover as necessary.</p> <p>The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</p> <p>This post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.</p> <p>Enhanced DBS clearance</p> |

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Appointment to this post is to Watergrove Trust but the postholder will be based at St James C of E Primary School.**

**Organisational Chart:**

|                           |
|---------------------------|
| <b>Headteacher</b>        |
| <b>Deputy Headteacher</b> |
| <b>Teacher</b>            |

## **PURPOSE AND OBJECTIVES OF THE JOB**

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers Pay and Conditions Document.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under the postholder's control.

### **Safeguarding**

Fulfill responsibilities and obligations in relation to the safeguarding of children.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to all rules and regulations relating to the use of ICT, e-mail and intranet / internet access.

Teaching resources including audio visual and computer equipment.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health & Safety policies and procedures and current legislation.

### **Equality**

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Schools performance management framework.

### **Relationships (Internal and External)**

- |           |  |
|-----------|--|
| Internal: | <ol style="list-style-type: none"><li>1. School staff</li><li>2. Users of the Nursery Unit/School</li><li>3. Volunteers</li><li>4. Pupils</li><li>5. Governors</li></ol> |
| External: | <ol style="list-style-type: none"><li>1. Parents/Carers</li><li>2. Staff in other schools and within the LA</li><li>3. Suppliers of equipment and services</li></ol>     |

## **Values and Behaviours (ASPIRE)**

**ACCOUNTABILITY** - Aiming for excellence, taking responsibility and being answerable for actions.

**STRENGTH** – Having the courage to take risks, be innovative and embrace change.

**PASSION** – Enjoying an enthusiasm for learning and living.

**INTEGRITY** – Knowing and doing what is right regardless of influence.

**RESPECT** – Valuing and caring for the environment, self and others.

**ENDURANCE** – Maintaining efforts in order to maximise success.

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

## **RESPONSIBILITIES:**

### **The postholder must:**

1. Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## **PRINCIPAL DUTIES**

### **Professional Duties**

In each case having regard for the curriculum for the school:

- To take responsibility for a full time teaching commitment and to plan, monitor and evaluate the work being undertaken;
- To exemplify a good standard of classroom practice which meets the aims and objectives of the school;
- To provide a stimulating classroom environment and to display children's work to its best advantage;
- To promote the individual development of each child in the class, by assessing and responding appropriately to their work, by planning clear learning objectives which are delivered through appropriate learning activities;
- To identify and support children with special needs (children of high ability as well as those with learning, physical or behaviour problems), in accordance with school policy;
- To develop effective communication systems, with other members of staff, to keep informed of information relevant to classroom management, effective teaching and learning and whole-school development
- To lead staff meetings when necessary and to share management responsibilities as directed the Headteacher
- To undertake a specialist interest in at least 2 curriculum areas

### **Pastoral**

- To promote and foster the well-being, safety and all round development of the children;
- To provide guidance and advice to pupils on educational and social matters, including information about sources of more expert advice on specific questions;
- To establish appropriately high levels of expectation, including good standards of behaviour;
- To promote among the children self-discipline and respect for the environment;

- To make records of and reports on the personal and social needs of pupils;
- To communicate with and consult with the parents/carers of pupils;
- To communicate and co-operate with persons or bodies outside the school and to participate in meetings for any of the purposes described above

### **Assessments and Reports**

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils in accordance with school policy

### **Performance Management**

- To participate in the arrangements for the Appraisal of teaching staff each year

### **Review, Further Training and Development**

- To continually review your methods of teaching and programmes of work;
- To participate in arrangements for your further training and professional development as a teacher

### **Educational Methods**

- To advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

### **Health & Safety**

- To support the school's Health and Safety Policy
- To safeguard pupils when they are on the school premises and when they are engaged in authorised school activities elsewhere

### **Meetings**

- To participate in meetings which relate to communication with parents and/or support agencies;
- To participate in meetings which relate to the school, its curriculum, administration or organisation including pastoral arrangements
- To support PTA meetings and functions

### **Administration**

- To register attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions;
- To share responsibility for leading assemblies and to lead at least 1 class assembly per term which shares high quality class work with the school and with parent

## **SECONDARY DUTIES**

1. The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
2. To attend and participate in meetings as required.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator.
4. To undertake training to provide First Aid cover as required.
5. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
6. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_

## Watergrove Trust Person Specification

|                  |                       |               |                |
|------------------|-----------------------|---------------|----------------|
| <b>Academy :</b> | <b>St James</b>       | <b>Post:</b>  | <b>Teacher</b> |
| <b>Section :</b> | <b>Teaching Staff</b> | <b>Scale:</b> | <b>MPS</b>     |

### **Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid, or voluntary work. Do not leave gaps in employment.

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| <b>Criteria</b>   | <b>Essential (E) or Desirable (D)</b> | <b>How Identified:<br/>AF Application Form<br/>I Interview<br/>C Check certificates<br/>A Assessment</b> |
|---|---------------------------------------|--|
| <b>Qualifications</b>   |                                       |  |
| Qualified Teacher Status and demonstrated suitability for working with children                     | E                                     | AF, C, I   |
| Evidence of commitment to own professional development  | E                                     | AF, C, I   |
| <b>Teaching Skills &amp; Experience</b>   |                                       |  |
| Training and experience in at least one year group within Key Stage One or Two                      | E                                     | AF, I  |
| Understanding of the importance of safeguarding/child protection when working in a school setting   | E                                     | AF, I  |
| Proven high quality classroom teaching and classroom management across the curriculum               | E                                     | AF, I  |
| The ability to adapt practice to meet the needs of all learners                                     | E                                     | AF, I  |
| High standards and high expectations of behaviour   | E                                     | AF, I  |
| Proven track record of meeting challenging targets and raising standards                            | E                                     | AF, I  |
| Excellent knowledge of APP documentation and accurate levelling of children's work in core subjects | E                                     | AF, I  |
| Ability to use ICT to develop children's learning and in own planning                               | E                                     | AF, I  |
| Knowledge of KS1 and or KS2 statutory assessment  | E                                     | AF, I  |
| Proven track record of using assessment to inform teaching  | E                                     | AF, I  |
| Excellent knowledge of and use of Assessment for Learning techniques.                               | E                                     | AF, I  |
| Maintains good relationships with children, staff and parents                                       | E                                     | AF, I  |
| Commitment to working as part of a team   | E                                     | AF, I  |
| <b>Personal Skills &amp; Attitudes</b>  |                                       |  |
| Enthusiastic with a love of learning  | E                                     | AF, I  |
| An understanding and proven commitment to all aspects of equal opportunities                        | E                                     | AF, I  |
| A caring and positive person  | E                                     | AF, I  |
| Good communication skills – written and oral  | E                                     | AF, I  |
| Well-organised and pays attention to detail   | E                                     | AF, I  |
| Willingness to go the extra mile for our children   | E                                     | AF, I  |
| Self motivated  | E                                     | AF, I  |

| Values and Behaviours (ASPIRE)  |          |             |
|---|----------|-------------|
| <p>Approach the job at all times using the values and behaviours of the ASPIRE ethos:</p> <p><b>ACCOUNTABILITY</b> - Aiming for excellence, taking responsibility and being answerable for actions.</p> <p><b>STRENGTH</b> – Having the courage to take risks, be innovative and embrace change.</p> <p><b>PASSION</b> – Enjoying an enthusiasm for learning and living.</p> <p><b>INTEGRITY</b> – Knowing and doing what is right regardless of influence.</p> <p><b>RESPECT</b> – Valuing and caring for the environment, self and others.</p> <p><b>ENDURANCE</b> – Maintaining efforts in order to maximise success.</p> <p><b>Please confirm you are willing to adhere to these values and behaviours.</b></p> | <b>E</b> | <b>AF/I</b> |
| Special Working Conditions  |          |             |
| Enhanced DBS clearance  | <b>E</b> |             |
| Requirement to undertake First Aid Training and provide first aid cover as necessary.   | <b>E</b> |             |